



# EUR-OP

OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES

## TWENTY-FIFTH ANNUAL MANAGEMENT REPORT

1993







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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 1993 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 1993;

Mr F. De Koster,  
Director-General for Personnel and Administration of the Commission;

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

Mr S. P. Nothomb,  
Secretary-General of the Economic and Social Committee;

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

The Management Committee met on 9 July 1993 (full members) and on 2 February, 23 March and 12 October 1993 (alternate members). In addition, 18 written procedures were submitted to the Management Committee in 1993.

A number of interinstitutional projects designed to make Community information more transparent and more accessible were a prominent feature of 1993.

The Management Committee, having set up the new interinstitutional steering arrangements for CELEX, the interinstitutional system of computerized documentation on Community law, kept a regular watch on the rationalization and modernization of the system, which began to yield results in terms of text coverage and input rate.

The Committee was obliged to note that, because of a shortage of funds, the arrangements made by the Office at the beginning of the year for producing consolidated texts ('declaratory consolidation') of Community law had been unable to take effect until the end of the year. It was, however, able to lay down a policy for disseminating and selling texts consolidated by this system.

The database for producing the Interinstitutional Administrative Directory was completed by the end of the year and the Management Committee was able to decide on the arrangements for distributing both the electronic and the printed version inside and outside the institutions. The software

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developed for this system will also provide the infrastructure for the 'interest groups' database currently being set up as a joint effort between the European Parliament and the Commission.

The Management Committee made sure that the necessary decisions on producing an edition of the consolidated basic treaties following the Maastricht agreements were taken in time for the edition to be on the market in all the official languages less than six weeks after the entry into force of the Treaty on European Union.

A major concern for the Committee was the way in which the Office draws up budget estimates on behalf of the institutions for items published in the Official Journal, and it laid the foundations for a refinement of the assessment system.

The Committee also examined the operation of the Office in terms of the structure of departments and the procedure for drawing up the budget proper. The addition of the new CELEX and Eurobases functions meant that a new unit had to be created, the functions of certain existing units had to be redefined and the coordination and financial management capacity had to be increased.

Throughout the year the Management Committee had to cope with a particularly difficult budget situation which left the Office short of funds. The severe fluctuations in exchange rates further aggravated the situation.

The budget status of the Office, particularly as regards the drawing-up of the preliminary draft budget (PDB), was also closely examined by the Committee.

**Main indicators of Publications Office activity, 1987-93**

	1987	1988	1989	1990	1991	1992	1993	Variation 1992-93 (in %)	Growth 1987-93 (in %)
<i>Publication</i>									
Number of pages produced	799 961	892 423	866 996	965 454	996 735	1 023 312	1 148 861	10.93	43.61
Number of publications produced	2 314	2 400	3 512	4 211	4 936	4 992	5 127	2.63	121.56
Services invoiced (ECU) <sup>1 2</sup>	53 203 217	59 128 646	69 595 618	67 060 792	81 754 728	99 493 330	106 584 968	6.65	100.34
<i>Sales/Distribution</i>									
Number of paying subscribers	41 224	45 651	48 967	50 930	53 904	60 517	61 758	2.01	49.81
Invoiced sales (ECU) <sup>1</sup>	5 859 601	7 018 161	7 781 019	10 614 676	10 833 446	14 651 675	15 700 943	6.68	167.95
Number of orders processed	18 542	22 847	23 915	30 070	32 198	37 776	35 770	- 5.61	92.91
Number of copies sent	23 976 352	26 288 685	37 753 880	34 519 191	40 682 768	57 400 949	44 736 221	-28.31	86.58
<i>Operation</i>									
Budgetary expenditure (ECU) <sup>1 3</sup>									
— excluding CELEX/Eurobases transfer	25 414 495	28 008 901	30 021 838	31 958 442	33 994 225	37 272 378	39 558 831	5.78	55.65
— CELEX/Eurobases transfer						2 371 500	2 720 174	12.82	
Staff excluding CELEX/Eurobases	396	396	406	424	428	428	436	1.83	10.10
Staff linked to CELEX/Eurobases transfer							27		

<sup>1</sup> The amounts in ecus are nominal values, with no correction for inflation and/or exchange rates.

<sup>2</sup> Services invoiced concern publications handled on behalf of the institutions.

<sup>3</sup> The budgetary expenditure represents the outturn of the Publications Office's own budget.



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# **1. Publications and other Publications Office products**

**1.1. Official Journal**

**1.2. Other publications**

**1.3. Databases and derived  
electronic products**



## 1.1. Official Journal

### 1.1.1. General considerations

Taking all languages together, slightly fewer pages (-2%) were published in the OJ L and C series in 1993 than in 1992.

It should be noted that the MCA (monetary compensatory amounts) regulations were no longer published in the OJ L series in 1993. In 1992 these accounted for 17 244 pages. A revised layout for certain other routine regulations permitted a more economical use of the available space.

This slight decline in OJ L and C pages was more than offset by a further sharp increase in the OJ S series. In all 67 192 invitations to tender were published, accounting for a total of 291 336 pages in all languages and representing an increase of 27.51%.

Because the necessary funds were not available, the system for producing consolidated texts of Community legislation was unable to begin work until December 1993. The first results were due at the beginning of 1994.

### 1.1.2. Output

#### (a) Official Journal

Series	1992			1993		
	Issues	Pages	Pages/ issues	Issues	Pages	Pages/ issues
OJ L	410	198 252	54	349	194 796	62
OJ C	349	155 400	49	353	151 652	48
OJ S	253	215 928	95	255	291 336	127
Total	1 012	569 580	62	957	637 784	74

Table 1 — Trend in the number of pages per series of the Official Journal, 1986-93 (all languages)

Series	1986	1987	1988	1989	1990	1991	1992	1993
OJ L	182 880	182 340	177 732	183 348	173 664	189 792	198 252	194 796
OJ C	82 548	97 263	92 925	104 058	141 704	127 392	155 400	151 652
OJ S	104 895	121 905	182 034	170 136	157 248	163 992	215 928	291 336
Total	370 323	401 508	452 691	457 542	472 616	481 176	569 580	637 784

#### (b) Budget documents

The Office produced the preliminary draft and draft general budgets of the European Communities, involving 16 956 and 14 805 pages respectively for all languages together.

**Table 2 — Trend in the number of documents published in the OJ S series, 1986-93**

Year	Number of documents
1986	10 651
1987	13 545
1988	19 279
1989	31 385
1990	34 233
1991	36 578
1992	52 693
1993	67 192

**Trends in the numbers of pages and notices published in the Official Journal 1986-93**

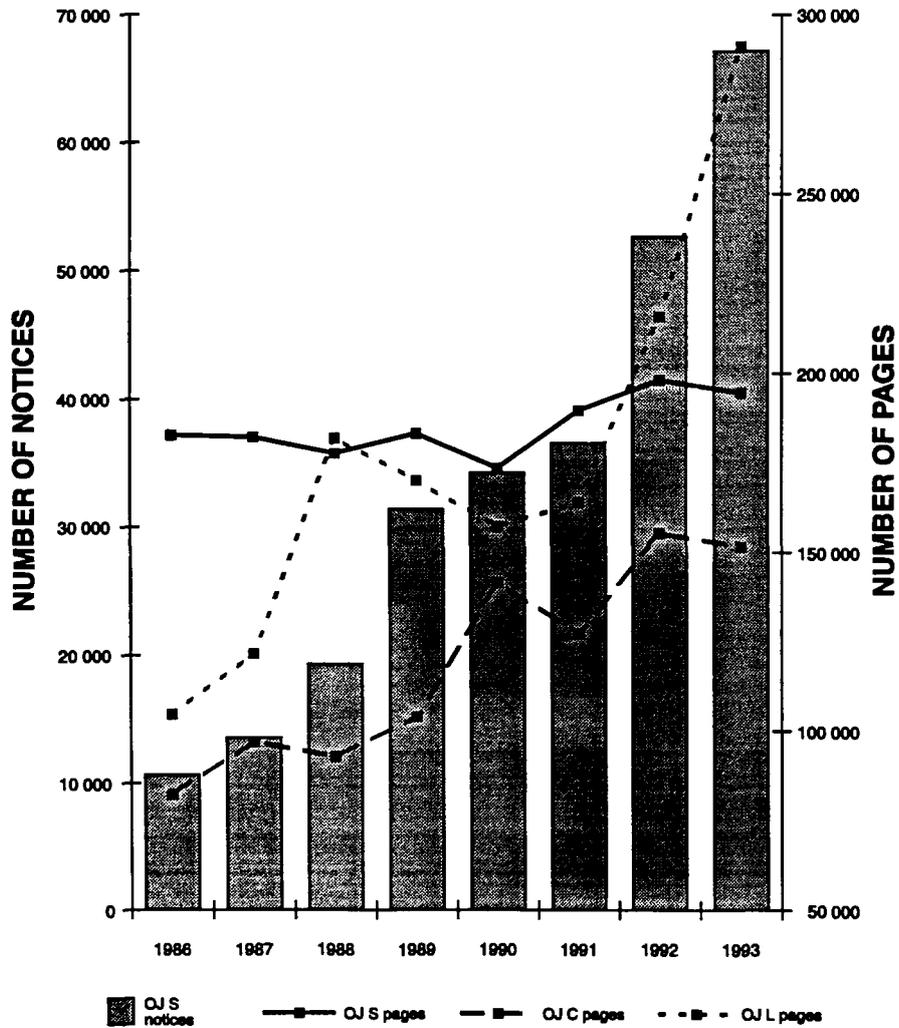


Table 3 — Breakdown by country of public invitations to tender published in 1993

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EC	USA	JP	EFTA	GATT	Other	Total
EEIG	41	1	9	1	—	36	2	10	3	38	7	13	161	—	—	—	—	—	161
EDF	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	229
PHARE, TACIS, CEECs	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	62
EIB, EBRD	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	192
General information	1	0	0	0	0	0	0	0	0	0	0	0	1	—	—	—	—	—	2
European Community																			
<i>Works</i>																			
— Prior information	28	16	1 119	6	21	170	29	46	5	26	0	334	1 800	—	—	—	—	—	1 800
— Notices	131	88	4 887	102	524	1 627	78	406	52	132	133	831	8 991	—	—	—	—	—	8 991
— Concessions	1	0	2	1	5	21	0	19	0	0	3	7	59	—	—	—	—	—	59
— Concessionaire notices	0	0	0	0	0	—	4	0	21	0	0	0	25	—	—	—	—	—	25
— Contracts awarded	18	27	2 579	12	11	685	32	203	31	56	0	332	3 986	—	—	—	—	—	3 986
— General information	0	0	0	0	0	0	0	0	0	2	1	0	3	—	—	1	1	—	4
<i>Supplies:</i>																			
— Prior information	9	15	57	1	0	51	10	30	7	7	4	97	288	—	—	6	6	—	294
— Notices	264	477	1 432	726	986	3 154	85	2 545	34	256	292	4 113	14 364	3 398	3 816	342	7 556	—	21 920
— Contracts awarded	77	413	845	14	10	1 600	23	1 161	29	151	35	2 552	6 910	3 587	3 583	272	7 442	—	14 352
— Preselection notices	—	—	—	—	—	—	—	—	—	—	—	—	—	—	58	—	58	—	58
— Information, type-approval notices	—	—	—	—	—	—	—	—	—	—	—	—	—	—	0	—	0	—	0
— General information	5	0	4	0	0	0	0	3	0	9	1	0	22	—	—	—	—	1	23
<i>Services</i>																			
— Competition notices	0	0	0	0	0	0	1	0	0	0	0	3	4	—	—	—	—	—	4
— Prior information	1	11	11	2	0	3	2	7	0	0	1	148	186	—	—	—	—	—	186
— Notices	44	91	168	53	21	457	13	1 261	37	82	35	1 628	3 890	—	—	—	—	—	3 890
— Contracts awarded	3	14	14	0	0	113	0	189	0	10	0	419	762	—	—	—	—	—	762
— General information	168	1	7	0	1	2	0	3	32	5	1	1	221	—	—	2	2	—	223
<i>Water, energy, transport and telecommunications sector</i>																			
— Qualification system	11	32	77	0	0	27	6	98	2	30	1	598	882	—	—	—	—	—	882
— Competition notices	0	0	0	0	0	0	0	0	0	0	0	0	0	—	—	—	—	—	0
— Competition results	0	0	0	0	0	0	0	0	0	0	0	0	0	—	—	—	—	—	0
— Periodic notices	31	101	260	0	0	355	10	94	5	46	0	405	1 307	—	—	—	—	—	1 307
— Notices	129	196	949	47	3	492	91	679	5	162	13	769	3 535	—	—	—	—	—	3 535
— Contracts awarded	50	67	312	0	0	362	41	238	5	96	2	845	2 018	—	—	—	—	—	2 018
— General information	0	0	0	0	0	14	0	0	0	0	1	0	15	—	—	—	—	—	15
Miscellaneous information and notices	1	0	5	0	0	0	0	2	0	3	1	2	14	0	0	10	10	38	62
Supplementary information and corrigenda	90	55	272	115	108	322	19	507	12	44	74	504	2 122	0	0	13	13	15	2 150
Total 1993	1 103	1 605	13 009	1 080	1 690	9 491	446	7 501	280	1 155	605	13 601	51 566	6 985	7 457	646	15 085	541	67 192
Total 1992	820	953	9 087	1 058	1 457	7 915	227	4 016	199	495	484	7 903	34 614	10 939	6 084	751	17 774	305	52 693
Increase 1993/92 (%)	+ 34.5	+ 68.4	+ 43.1	+ 2.0	+ 16.0	+ 19.9	+ 96.5	+ 86.7	+ 40.7	+ 133.3	+ 25.0	+ 72.1	+ 49.0	- 36.1	+ 22.6	- 14.0	- 15.1	+ 77.4	+ 27.51

Source: TED base and its archives.

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## 1.2. Other publications

### 1.2.1. Developments

The main goals of the work undertaken in 1993 on publications other than the Official Journal were to simplify, speed up and improve the publication process and to introduce new media.

There were two significant developments relevant to the drafting of texts:

- (a) the *Vade-mecum for editors* is now available in all languages except Greek, and this version is to appear shortly; the interinstitutional consultations with the lawyer-linguists with a view to making the *Vade-mecum for editors* applicable to legal texts, with changes where necessary, have at last begun;
- (b) 1993 saw the distribution within the Commission of *Eurolook*, a practical guide to word processing drawn up with the help of the Office.

### 1.2.2. Output

1993 was a year of contrast, with a relatively calm beginning and a very busy end.

The following publications deserve special mention:

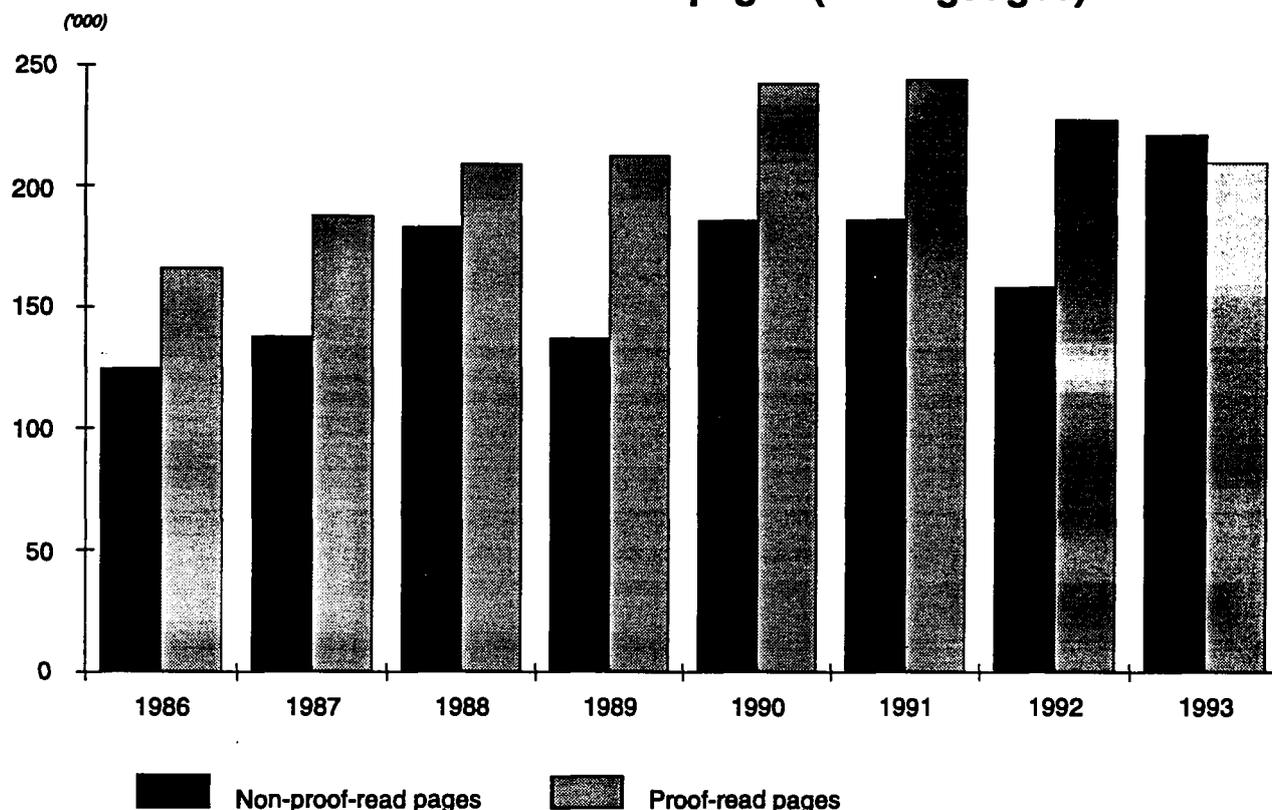
- (i) the first volume of the consolidated Treaties, put on to the market less than six weeks after the Treaty on European Union was finally ratified;
- (ii) the White Paper *Growth, competitiveness, employment: the challenges and ways forward into the 21st century*, produced in nine languages in the space of 10 days;
- (iii) the Green Paper on social policy, much appreciated for its quality of text and presentation, produced in connection with the new communications policy which includes the Commission's priority programme for publications.

The figures are as follows:

Output	1992	1993	% change
Number of titles	3 980	4 170	+ 5
Number of proof-read pages	227 900	210 343	- 8
Number of camera-ready pages	158 819	221 715	+ 40

Although the political situation and certain budget restrictions made the start of the year a relatively slack period, output continued to increase (the total number of pages by 11.7% and the number of titles published by 5%). The high proportion of camera-ready pages implies, as pointed out in 1992, that the volume of organizational tasks (manufacture) is increasing faster than the volume of proof-reading.

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



#### 1.2.3. Analysis of output

Table 4 — Output per institution

Institution	Proof-read pages			Camera-ready pages		
	1992	1993	% change	1992	1993	% change
European Parliament	44 009	22 404	- 51	2 250	27 374	
Council	15 468	3 786	- 76	17 927	11 302	- 37
Commission <sup>1</sup>	90 978	104 065	+ 14	114 718	156 255	+ 36
Court of Justice	68 015	71 655	+ 5	5 388	16 412	+ 205
ESC	3 742	4 306	+ 15	2 760	4 172	+ 51
Court of Auditors	4 545	3 808	- 16	2 271	861	- 62
Cedefop	821	224		13 160	5 206	- 60
EIB	322	95		45	133	
<b>Total</b>	<b>227 900</b>	<b>210 343</b>	<b>- 8</b>	<b>158 819</b>	<b>221 715</b>	<b>+ 40</b>

<sup>1</sup> These figures include 1 064 proof-read pages and 378 camera-ready pages for the European Foundation in Dublin, plus 1 188 proofread pages and 68 camera-ready pages for the European University Institute in Florence.

The figures confirm the trend mentioned above: the institutions are entrusting more and more of the composition and sometimes the entire manufacture of their publications to their internal workshops.

**Table 5 — Number of proof-read pages per language**

	1992	1993	% change
ES	24 416	18 252	- 25
DA	20 952	16 359	- 22
DE	26 356	28 160	+ 7
GA		953	
GR	27 161	24 461	- 10
EN	29 457	30 278	+ 3
FR	35 051	34 353	- 2
IT	21 918	20 561	- 6
NL	21 845	16 482	- 24
PT	20 111	20 276	+ 1
Total	227 267 <sup>1</sup>	210 135 <sup>2</sup>	- 8

<sup>1</sup> Excluding 633 pages in Hungarian, Polish, Romanian, Russian and Czech.

<sup>2</sup> Excluding 208 pages in Hungarian, Polish, Romanian, Russian and Czech.

#### 1.2.4. Official documents

Publication of official documents (COM final, EP reports, ESC opinions) gives the public access to the whole chain in the preparation of official texts. EP reports are available only on microfiche.

In 1993 there were 1 344 official documents per language, compared with 1 306 in 1992.

#### 1.2.5. Information activities

1.2.5.1. The Commission and the Office are working together in the Working Party on word-processing requirements and solutions.

On a thoroughly practical level, the Working Party has produced the Eurolook manual, which sets out rules for using word-processing systems so as to give Community documents and publications a familiar and consistent layout. The manual is:

in line with the *Vade-mecum for editors*;

applicable to each word-processing program in official use;

accompanied by directly-usable electronic models;

designed to promote system compatibility.

*Eurolook*, some 6000 copies of which have already been distributed, adds to the information provided on publications and to the *Vade-mecum for editors*.

The Management Committee has asked the Publications Office to produce an interinstitutional version of *Eurolook*.

The Commission has held two courses on 'Publishing techniques: Desktop publishing today', designed to provide those directly or indirectly involved in publishing with basic information. The course was developed by the Office with the help of an external contractor and is available to the institutions.

The two-and-a-half-day programme includes half a day devoted to the Publications Office itself. This was the most successful module, not least because the staff of the institutions proved to have little knowledge of the Office's work.

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## 1.3. Databases and derived electronic products

### 1.3.1. CELEX

1993 was the first year in which the Publications Office had sole responsibility for CELEX. The Management report on CELEX is therefore annexed to this Report.

The Office took pains to implement the priorities laid down by the European Council: to clear the backlog of texts to be input and make the consultation procedure more user-friendly.

Substantial progress was made with the database's coverage: the full-text coverage rate increased, taking all languages together, from 65 to 74% for legislation and from 61 to 79% for judgments of the Court of Justice, the greatest progress having been made with Greek, Spanish and Portuguese.

A simple, more user-friendly interrogation language for CELEX, using a menu interface, has been designed in all languages and will be installed during 1994.

The new steering arrangements for CELEX launched in 1993 proved satisfactory.

Where the external distribution of CELEX was concerned, the growth in the number of users continued in 1993, the 1 472 active users amounting to 7.8% more than in 1992. Redistribution remained virtually unchanged, with 48 servers and other distributors.

### 1.3.2. Other databases

The production database for the interinstitutional administrative directory became operational in 1993. This is an original project in more than one respect:

it is the first to be fully interinstitutional;

it is entirely multilingual;

it will be kept constantly up to date by the institutions.

Preparations for telematic distribution were begun in 1993 and the system will become operational during the first half of 1994. The first derived editions on paper are in preparation, and it has been decided that the first interinstitutional directory on paper will be published in the last quarter of 1994.

### 1.3.3. Documentary aids

#### 1.3.3.1. Tables, directory and catalogues

The rate of production of the *Alphabetical and methodological tables* was maintained in 1993, with most monthly editions distributed four to five weeks after the reference period.

The 20th and 21st editions of the *Directory of community legislation in force* were issued.

The first and second quarterly issues of the *Catalogue of publications* were combined in a single issue in 1993. A 1985-92 cumulative edition was published in the course of the year.

The *Catalogue of documents* appeared in the form of 11 monthly lists and an 'annual' edition (January 1992 to June 1993).

In all 95 328 documents were recorded on Credoc ('Creation of document notices'), 51 022 of them Commission, 32 266 European Parliament and 12 040 Economic and Social Committee documents.

**Volume published (pages):**

Publications	1993	1992	% change
<b>Alphabetical tables:</b>			
monthly (November to October)	6 820	5 860	+ 16.38
annual	3 204	2 804	+ 14.27 <sup>1</sup>
<b>Methodological tables:</b>			
monthly	3 900	3 858	+ 1.08
annual	2 920	2 800	+ 4.29 <sup>2</sup>
Directory (20th and 21st editions)	22 709	19 144	+ 18.6
<b>Catalogue of publications:</b>	4 050	3 555	- 12
first quarter:	450	315	
second quarter:	450	450	
third quarter:	423	450	
cumulative:	2 727	2 340	
<b>Catalogue of documents:</b>			
monthly lists	1 099	990	+ 1.1
half-yearly catalogue	—	891	—
annual edition	2 556	—	—
<b>Total</b>	<b>47 258</b>	<b>39 902</b>	<b>+ 18.44</b>

<sup>1</sup> Annual alphabetical tables for 1992 delivered on 16 June 1993.

<sup>2</sup> Annual methodological tables for 1992 delivered on 19 May 1993.

**1.3.3.2. Mini-catalogue**

The following language editions of the 'Mini-catalogue' were published (in chronological order): NL, FR, IT, ES, GR, DE, EN.

**1.3.3.3. Eurovoc thesaurus**

The actual maintenance work was completed in 1993, so that a provisional version in French will be able to appear in early 1994.

The Users' Committee, consisting of representatives of the departments of the European Parliament and the Commission specializing in documentary bases, decided to give the thesaurus a new presentation.

Revision of the translation began in June 1993 and involves weekly meetings with the translation service.

#### 1.3.3.4. Arcdon: Archives on optical disk

The following Table shows the expansion of the archives on optical disk.

Arcdon	1992	1993	% change	Total contents of Arcdon base
Number of items loaded:				
OJ L	43 291	42 076	- 2.80	363 353
EP Minutes (OJ C)	576	513	- 10.93	6 147
Written questions (OJ C)	3 348	3 572	+ 9.97	26 256
Other OJ C	0	15 251	—	15 720
COM documents	2 958	4 885	+ 65.14	15 930
Total:	50 073	66 297	+ 32.40	427 406
Number of pages loaded:				
OJ L	183 105	150 851	- 17.61	1 594 016
EP Minutes (OJ C)	34 182	27 477	- 19.61	291 320
Written questions (OJ C)	16 182	18 533	+ 14.52	118 085
Other OJ C	0	35 364	—	42 235
COM documents	81 581	135 536	+ 66.13	410 191
Total:	315 050	367 761	+ 16.73	2 455 847
Number of orders	106	3 003		
Total number of pages requested	41 919	115 204	+ 174.82	
Total number of pages printed	175 083	198 140	+ 13.16	

#### 1.3.3.5. ARCEL: Electronic archives

The printers under contract to the Publications Office provide, at the same time as the printed version of the OJ L series, a magnetic tape in Micro-formex format containing the full OJ text (ARCEL tapes). Electronic archiving was satisfactory in 1993.

#### 1.3.3.6. Arcind: Cataloguing/indexing of archives

Data input into the Crenot ('Creation of bibliographical notices') system proceeded according to plan.

#### 1.3.3.7. CATEL: Electronic catalogue

Work started in 1993 on developing interfaces linking the ARTOP and Crepub ('Creation of publication notices') databases and is nearing completion. These interfaces will enable 'to be published' notices to appear in CATEL several weeks before the appearance of the publication and will eliminate notices of publications out of stock.



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## **2. General sales policy and the results obtained**

**2.1. General organization**

**2.2. Sales promotion**

**2.3. Information activities**

**2.4. Sales results**



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## 2.1. General organization

### 2.1.1. Sales network

In 1993 the network in Europe was extended to include two new countries: Malta and Slovakia.

On 31 December 1993 it consisted of:

36 official agents worldwide (27 in Europe, 14 of which are in the European Union);

56 Euro-booksellers in the Community;

eight agents specializing in document delivery.

The Office's annual meeting of sales offices was held in Lisbon. The two main points discussed were:

- (i) the application of transparency policy and its ramifications to the sales network and developing the supply of information to European citizens;
- (ii) the need for collaboration between the commercial network and the Commission's representative offices, hence the important role of the Euro-booksellers network.

The Office made a start on reorganizing the dissemination network for electronic publications, which is to consist of:

30 or so national agents operating as 'gateways', giving access to all databases marketed by the Office and providing all services so far covered by the official hosts;

an unlimited number of licence-holders with contracts covering the release of data for the purpose of creating new and/or value-added products. The other categories of intermediary (simple hosts and conventional commercial agents) will be abolished.

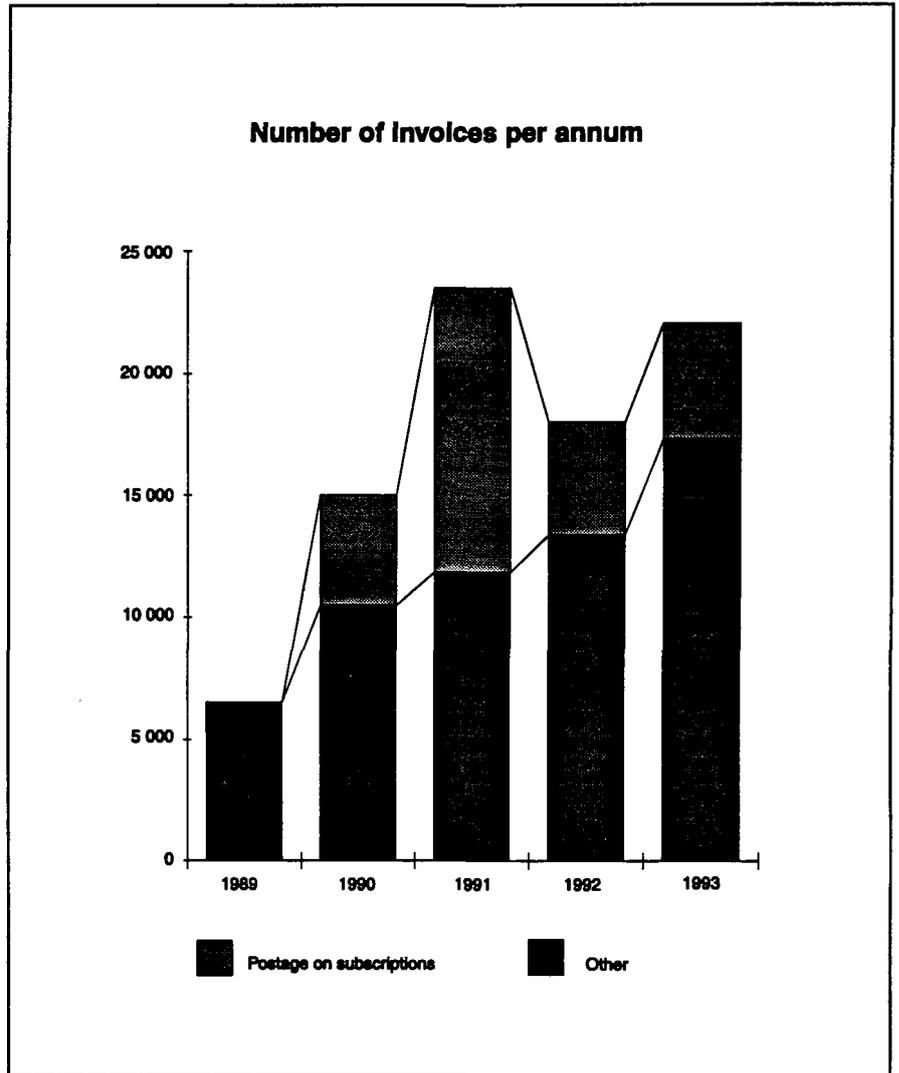
The Office has published an invitation to tender for these contracts (OJ S 229/129, 23.11.1993); applications were being examined as this management report was drawn up.

### 2.1.2. Stock management, processing of orders, invoicing

Development of the procedure for producing publications on demand, introduced in 1992, enabled the Office to maintain the quality of service to the public while reducing stocks of products.

The new procedure for storing publications enabled stock management to be improved and author departments to be notified periodically of the remaining stocks of their publications, with suggestions for reducing stock levels or reprinting according to market demand.

In 1993 the Office sent out 22 053 invoices for a total of ECU 15 700 943 and set up a new invoicing procedure based on a single invoice per order.



### 2.1.3. Free distribution

The Office supplied 212 Euro-Info Centres in 1993.

The fall in the number of subscribers to publications available on payment of postage continued, so that at the end of 1993 there were only 6 987 such subscriptions — a drop of 10%. Customers, increasingly disappointed at the irregularity of some publications, are not renewing their subscriptions; this is particularly noticeable at the end of the year, when invoices are sent out. The Commission and the Office have decided to modify this type of service for 1994.

The number of EDCs and depository libraries currently breaks down as follows:

- (i) 240 full documentation centres (+12),
- (ii) 195 specialized documentation centres (+5),
- (iii) 86 depository libraries (no change),
- (iv) 16 'reduced' depository libraries (no change),
- (v) 192 European reference centres (-7)

The 'Dissemination to information networks' section also serves 28 rural development forums (+13) on behalf of the Commission's DG X.

The fundamental rethink by Commission departments on the whole question of disseminating information to privileged users continued in 1993, culminating in a new overall policy of dissemination to relay centres and privileged users.

The 'Dissemination to information networks' section continues to manage the free distribution of the Official Journal, whether by regular dispatch or for single issues.

#### 2.1.4. File management

In 1993 the 'File management' section continued to act as:

(i) DBM (database manager), with main responsibility for all data in the SAGAP application (computerized management of addresses and publications);

(ii) central unit for the input of addresses and subscriptions.

The number of subscriptions for authorizing bodies other than the Office — chiefly the European Parliament, the Court of Justice and the Commission's DG XIII (Luxembourg), DG V and DG XVI — rose by approximately 40%.

The section also took on the work of preparing for the transfer to SAGAP of several major files such as the European Parliament's file for the management and dissemination of *Europa oggi* (some 50 000 addresses), and took part in the development of a new version of SAGAP.

#### Trend in figures:

	1993	1992	% change
Number of addresses	320 000	250 000	+ 28
Number of files	514	437	+ 18
Number of subscriptions	870 000	750 000	+ 16

#### Subscriptions to catalogues and promotional publications:

Publications/brochures	1993	1992
EUR-OP News	113 500	77 100
Eurostat catalogue	22 700	22 100
Leaflets	83 300	45 300
Mini-catalogue	198 200	196 700
Publications catalogue	53 600	52 200
Documents catalogue	14 900	10 100
Video catalogue	3 800	3 200
Total	490 000	406 700

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## 2.2. Sales promotion

### 2.2.1. Ordinary activities

The Office took part in 25 book fairs and exhibitions as follows:

- (i) 15 book fairs directly involving Office staff;
- (ii) 10 book fairs without the direct involvement of Office staff.

The Office also took part in nine computer exhibitions.

Catalogue distribution:

The Office distributed the following catalogues:

- (i) *Publications*: 322 000 copies, including 23 200 copies of the new 1985-91 cumulative catalogue, 7 200 of the video catalogue, 147 000 of the 'Mini-catalogue' and 29 000 of the Eurostat catalogue, plus 33 800 copies of the Dublin Foundation catalogue and 21 000 of the list of publications issued by Cedefop in Berlin;
- (ii) *Documents*: 125 400 copies.

### 2.2.2. EUR-OP News

The total print-run of *EUR-OP News*, a quarterly news-sheet with information on Community publications, increased from 150 000 in three Community languages (DE, EN and FR) at the beginning of the year to 195 000 in seven languages (ES, DE, EN, FR, IT, NL and PT) by the end of the year.

The three main large-scale distribution procedures used for *EUR-OP News* are subscriptions, bulk consignments to sales offices and supplies to book fairs and other specialist exhibitions at which the Office is represented.

The *EUR-OP News* readership covers a wide spectrum – from business and industry to schools and universities – and includes lecturers, students, judges, librarians and the public at large.

## 2.3. Information activities

In 1993 the Office organized 47 information and public relations operations, 21 on the Office's premises and 26 elsewhere.

The origins of the visitor groups were as follows:

- (i) European Union: roughly 50%;
- (ii) countries awaiting accession: roughly 25%, from Austria and Sweden;
- (iii) countries of Central and Eastern Europe: roughly 25%.

**Table 6 — Official visits to the Publications Office in 1993**

Visitors: type and number	Country/organization
Government officials from various regions, representatives of various commercial organizations, lawyers and journalists (20)	Germany
Managers of German firms (14)	Germany
Persons working for cultural organizations (20)	Germany
University students (law) (50)	Germany
Secondary-school students (10)	Germany
Directors of media documentation services (radio, press, TV, agencies) (20)	Spain
Luxembourg Members of the European Parliament (5)	Luxembourg
Trainees from the various Community institutions in Luxembourg (25)	Various countries
Teachers and professional instructors (12)	Austria
TV4 journalists making a programme on public contracts (2)	Sweden
Lawyers interested in CELEX (6)	Sweden
'Eurojournalist' students (8)	Various countries (F, I, D, Canada)
Documentalists, librarians and researchers (20)	Various countries in Eastern Europe

**Table 6a — External presentations**

Audience	Location
Ministers and other members of the Polish Government	Warsaw
Hungarian documentalists and journalists	Budapest
Librarians	Lund and Oslo
Librarians	Stockholm
New officials (CEC DG IX/Training) (seven times)	Brussels/ Luxembourg
Staff of EP Spanish Office	Brussels
Euro-Info Centres (DG XXIII)	Brussels
Directors of Spanish media documentation services	Brussels
European Business Week (Kamer van Koophandel)	Antwerp
Commission Office in Lisbon: opening of Infopoint	Lisbon

*Table 6a (contd) — External presentations*

Audience	Location
Commission Office in Lisbon: seminar on databases	Lisbon
UK Eurobases User Group (twice)	London
Eurobases and ECHO users	London
Eurobases and ECHO users	Frankfurt
European University Institute, Florence: EUI staff follow-up	Florence
University of Cagliari officials	Cagliari
Special session on European information, AF12/ADBS (Association des documentalistes et bibliothécaires spécialistes, France)	Paris
Commission Office in Madrid (European documentation centres in Spain)	Santiago de Compostela
Specialist librarians	Washington
Bundesverband Druck (German Printers' Federation)	Mainz
Centre français du commerce extérieur	Paris
European Institute of Public Administration	Maastricht

## 2.4. Sales results

### 2.4.1. Non-electronic publications

#### 2.4.1.1. Periodicals

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

Sales rose by 1.34% overall.

*Table 7 — Overview of subscription trends*

Publications	1993	1992	Change (%)
Official Journal			
L + C Series (paper) <sup>1</sup>	15 471	16 051	- 3.6
S Series (paper) <sup>2</sup>	12 140	9 826	+ 23.5
L + C Series (microfiche)	1 291	1 216	+ 6.2
C Series (competitions)	5 649	5 049	+ 11.9
Publications other than the OJ	22 921	24 601	- 6.83
Documents	4 286	4 196	+ 2.1
<b>Total</b>	<b>61 758</b>	<b>60 939</b>	<b>+ 1.34</b>

<sup>1</sup> Including 138 subscriptions for the sales offices.

<sup>2</sup> Including 108 subscriptions for the sales offices.

(a) *Official Journal*

Table 8 shows the trends in subscriptions to the L, C and S series of the Official Journal and to the microfiche version of the L and C series.

A slight drop (-3.6%) in subscriptions to the paper version of the L and C series was offset by a substantial increase in sales of the S series (+23.5%) and the microfiche version of the L and C series (+6.2%).

**Table 8 — Trends in subscriptions to the Official Journal**  
L + C and S Series  
L + C Series (microfiche)

Language	L + C Series (paper)		S Series (paper)		L + C Series (microfiche)	
	1993	1992	1993	1992	1993	1992
ES	2 205	2 449	321	480	177	165
DA	529	568	644	562	42	36
DE	2 102	2 154	1 803	1 279	201	185
GR	348	388	43	55	5	3
EN	2 980	2 900	5 199	4 199	323	305
FR	3 050	3 128	1 763	1 361	331	318
IT	2 441	2 524	1 314	951	94	86
NL	1 031	1 124	875	714	97	97
PT	785	816	178	225	21	21
Total	15 471	16 051	12 140	9 826	1 291	1 216

(b) *Other publications*

Table 9 shows the trends in subscriptions to periodicals other than the Official Journal. There was an overall drop of 6.83%. Although subscriptions to electronic products show a considerable increase, this drop in subscriptions to periodicals on paper is worrying. It is no doubt explained by the general economic situation and by a trend towards the use of electronic products. We should, however, investigate the extent to which the publications on offer meet the requirements of potential customers.

Table 10 shows the trends in subscriptions to documents.

**Table 9 — Trend in subscriptions to publications other than the Official Journal**

Titles	1993	1992	Change (%)
<i>Parliament</i>			
Debates (paper version)	341	360	- 5.28
Debates (microfiche version)	56	62	- 9.68
<i>Total</i>	<i>397</i>	<i>422</i>	<i>- 5.92</i>
<i>Commission</i>			
(a) General publications			
Bulletin of the European Communities + all Supplements	3 907	4 302	- 9.18
Agricultural markets: prices	187	224	- 16.52
Recent publications on the European Communities received by the Library	106	149	- 28.86
Energy in Europe <sup>1</sup>	803	1 012	- 20.65
European Economy + Supplements A and B	2 722	3 041	- 10.49
Erasmus information bulletin	1 196	1 300	- 8.00
Europa transport	—	186	—
Euroabstracts + Supplements	268	286	- 6.29
Terminologie et traduction	255	288	- 11.46
SCAD Bulletin	107	156	- 31.41
Social Europe — three issues + Supplements	1 624	1 582	+ 2.65
Results of the business survey	207	228	- 9.21
<i>Total general publications</i>	<i>11 382</i>	<i>12 754</i>	<i>- 10.76</i>
(a) General publications	133	122	+ 9.02
Rapid reports	325	367	- 11.44
Eurostatistics	1 155	1 207	- 4.31
Consumer price index	311	308	+ 0.97
Quarterly national accounts — ESA	178	157	+ 13.38
Money and finance: quarterly data	218	203	+ 7.39
Iron and steel: monthly statistics	246	263	- 6.46
Short-term trends in services	48	40	+ 20.00
External trade — monthly statistics	446	467	- 4.50
Agricultural prices: selected series from the Cronos databank <sup>2</sup>	280	311	- 9.97
Industrial trends	305	332	- 8.13
Energy — monthly statistics <sup>3</sup>	597	661	- 9.68
Agricultural production <sup>2</sup>	493	533	- 7.50
Unemployment — monthly bulletin	308	318	- 3.14
Panorama of EC industry	68	—	—
<i>Total Eurostat publications</i>	<i>5 111</i>	<i>5 289</i>	<i>- 3.37</i>
<i>Total Commission publications</i>	<i>16 493</i>	<i>18 043</i>	<i>- 8.59</i>
<i>Cedefop</i>			
Vocational training	3 217	3 392	- 5.16
<i>Court of Justice</i>			
Reports of cases before the Court	2 533	2 399	+ 5.59
<i>Economic and Social Committee</i>			
Bulletin	281	345	- 18.55
<b>Grand total</b>	<b>22 921</b>	<b>24 601</b>	<b>- 6.83</b>

<sup>1</sup> Figures include the combined 'Energy' subscription.

<sup>2</sup> Figures include the combined 'Agriculture' subscription (code VXT).

<sup>3</sup> Figures include the full 'Energy' subscription (code VVD) and the combined 'Energy' subscription (code VVX).

**Table 10 — Trends in document subscriptions**

Titles	1993	1992	Change (%)
<i>Parliament</i> <sup>1</sup>			
Reports — microfiche subscriptions	143	115	+ 24.35
<i>Commission</i> <sup>1</sup>			
COM documents:			
combined subscriptions	227	192	+ 18.23
selective subscriptions	2 175	2 141	+ 1.59
microfiche subscriptions	209	179	+ 16.76
Total	2 611	2 512	+ 3.94
<i>Economic and Social Committee</i> <sup>1</sup>			
Opinions:			
combined subscriptions	140	129	+ 8.53
selective subscriptions	1 248	1 325	- 5.81
microfiche subscriptions	144	115	+ 25.22
Total	1 532	1 569	- 2.36
<b>Grand total</b>	<b>4 286</b>	<b>4 196</b>	<b>+ 2.14</b>

<sup>1</sup> Figures include inter-institutional subscriptions.

#### 2.4.1.2. Monographs

During 1993, 924 new titles (excluding periodicals) were added to the catalogue — an increase of 32% over 1992.

**Table 11 — First-time entries in the publications catalogue in 1993 (by institution)**

Institution	Quantity
Parliament	23
Council	8
Commission:	806
Eurostat	88
Sec.-Gen.	47
DG I	1
DG III	13
DG IV	2
DG V	30
DG VI	17
DG X	59
DG XI	37
DG XIII	407
DG XV	6
DG XVI	34
DG XIX	2
DG XXI	1
DG XXII	4
DG XXIII	16
Task Force	40
Consumer Policy Service	2
Economic and Social Committee	1
Cedefop	27
Court of Auditors	4
Court of Justice	5
European Foundation, Dublin	27
Publications Office	23
Total:	924

Tables 12 and 13 list the best-selling titles 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	Treaty on European Union	39 726	157 529.43
2	Europe in figures (3rd edition)	17 908	120 680.12
3	Treaties establishing the European Communities (1987 abridged edition)	11 093	69 636.47
4	Directory of the Commission (March/April 1993)	7 659	20 396.60
5	EC political map, large format (1992 edition), folded	6 961	19 006.12
6	The rules governing medicinal products in the EC, Vol. IV (update)	6 528	52 515.72
7	Directory of the Commission (February 1992)	4 867	12 890.58
8	EC political map, large format (1991 edition), folded	4 682	11 057.41
9	XXVIth General Report on the Activities of the European Communities, 1992	4 559	34 688.40
10	White Paper on growth, competitiveness and employment, Volume 2	3 687	14318.00
11	White Paper on growth, competitiveness and employment, Volume 1	3 437	8 002.80
12	Panorama of EC industry 1993	3 427	163 095.00
13	Social portrait of Europe: statistical data	3 192	13 599.80
14	Basic statistics of the Community (29th edition), 1992	3 004	12 469.80
15	XXIInd Report on Competition Policy	2 988	39 315.84

**Table 13 — The 15 best-selling publications (by net sales value)**

Ranking	Title	Quantity	Net sales value (ECU)
1	Panorama of EC industry 1993	3 427	163 095.00
2	Treaty on European Union	39 726	157 529.43
3	Europe in figures (3rd edition)	17 908	120 680.12
4	Treaties establishing the European Communities (1987 abridged edition)	11 093	69 636.47
5	Portrait of the regions of Europe	659	63 225.00
6	L 241/93, Official Journal of the EC (legislation)	1 278	60 314.52
7	Panorama of EC industry 1991/92	1 164	55 986.70
8	The rules governing medicinal products in the EC, Vol. IV (update)	6 528	52 515.72
9	L 267/92, Official Journal of the EC (legislation)	1 072	44 457.46
10	XXIInd Report on Competition Policy	2 988	39 315.84
11	Combined Nomenclature of the EC: explanatory notes (1991 edition)	1 489	38 781.12
12	XXVIth General Report on the Activities of the European Communities, 1992	4 559	34 688.40
13	Directory of Community legislation in force (21st edition)	619	23 528.00
14	Directory of Community legislation in force (20th edition)	694	23 459.40
15	L 258/93/A, Official Journal of the EC — Annex (dangerous substances), 19th amendment	470	22 911.16

## 2.4.2. Electronic publications

Total connection time in 1993 was 18 559 hours, 22% of which were used by the network of commercial agents and the gateways and the majority, 78%, by direct customers.

In all 55% of direct customers are 'privileged users' (most of them European documentation centres or Euro-Info Centres), which have access free of charge but account for only 28% of the time used by Eurobases customers.

By the end of 1993, 2 539 contracts had been concluded worldwide, 14.5% more than in 1992 (including a 15% increase in contracts concluded within the Community).

Users needing assistance have access to a Help Desk, which is manned from 9 a.m. to 5.30 p.m. on two parallel telephone lines. A system for diverting calls, imperceptible to the user, enables the workload to be shared between Brussels and Luxembourg. An average of 20 calls a day were handled in 1993.

User training was decentralized at the beginning of 1993; the last group of course instructors was trained in January. Thirteen firms in 10 Member States have given training courses. 1993 saw 99.5 days of training, spread over 82 courses (38 in Brussels and 44 elsewhere), involving 604 persons (308 in Brussels and 296 elsewhere).

### *Eurobases — use of the bases in 1993*

Total connection time: 18 559 hours;

direct use: 14 489 hours (78%);

indirect use: 4 070 hours (22%).

*NB:* 'Indirect use' means use by customers of commercial agents and gateways.

Direct and indirect use by base:

*(in hours)*

Base	Direct	Indirect	Total
CELEX	7 797 (71 %)	3 154 (29 %)	10 951
ECLAS	383 (90 %)	43 (10 %)	426
Eurocron	227 (82 %)	51 (18 %)	278
INFO 92	1 109 (78 %)	307 (22 %)	1 416
RAPID	3 242 (92 %)	271 (8 %)	3 513
SCAD	1 671 (88 %)	229 (12 %)	1 900
Sesame	53 (80 %)	13 (20 %)	66
OIL	7 (78 %)	2 (22 %)	9
Total	14 489	4 070	18 559

Direct use by type of contract (all bases together):

Type of customers	Number of hours	%
Standard customers	6 210	43
Press (50% discount on RAPID)	193	1
Universities (50% discount)	76	0.5
External translators (discount: Celex + Info 92)	13	0.1
Privileged customers (free of charge)		55
of which:		
EIC	3 594	25
EDC	4 058	28
permanent representatives	198	1
rural information forums	50	0.3
urban centres	8	0.05
BC-NET/BRE	32	0.2

Trend in the distribution of databases

Customers	1993	1992
ECHO/TED		
End-users	4 052	2 560
Euro-Info Centres	169	171
Customers of commercial agents	253	154
EDC/DEP	13	20
CATEL/ABEL		
request for access	205	386

Table 14 — Invoicing

NB: The invoicing problems experienced at the end of 1992, referred to in the 24th Report, have been solved. The section drew up 9 200 (1992: 8 500) invoices during 1993, totalling ECU 2 021 423 (1992: ECU 1 185 896).

	1993	1992
<i>(ECU)</i>		
1. Eurobases		
1.1. Celex		
royalties	292 441	- 4 117
consultation	305 980	286 739
user manuals	213	69
Total	598 634	282 691
1.2. Scad		
royalties	27 650	2 822
consultation	17 945	19 506
Total	45 595	22 328

Table 14 (contd) — Invoicing

(ECU)

	1993	1992
1.3. INFO 92		
royalties	23 054	— 552
consultation	6 099	7 040
<b>Total</b>	<b>29 153</b>	<b>6 488</b>
1.4. Eclas		
royalties	1 860	— 4 053
consultation	7 440	7 329
<b>Total</b>	<b>9 300</b>	<b>3 276</b>
1.5. Rapid		
royalties	38 000	— 3 650
consultation	187 055	162 467
<b>Total</b>	<b>225 055</b>	<b>158 817</b>
1.6. Sesame		
royalties	—	—
consultation	3 781	2 567
<b>Total</b>	<b>3 781</b>	<b>2 567</b>
1.7. Eurocron		
royalties	—	—
consultation	6 699	4 634
<b>Total</b>	<b>6 699</b>	<b>4 634</b>
1.8. Eurobases — training		
training courses	83 713	39 580
mission expenses for training	2 935	6 458
<b>Total</b>	<b>86 648</b>	<b>46 038</b>
<b>Total invoices for Eurobases</b>	<b>1 004 865</b>	<b>526 839</b>
2. TED invoicing		
royalties	116 628	6 330
on-line consultation	200 567	128 426
telex/fax transmission	35 282	22 758
<b>Total</b>	<b>352 477</b>	<b>157 514</b>
3. ABEL invoicing		
consultation	2 379	1 820
document delivery	—	—
<b>Total</b>	<b>2 379</b>	<b>1 820</b>

Table 14 (contd) — Invoicing

(ECU)

	1993	1992
<b>4. Eurostat invoicing</b>		
(a) Royalties		
Cronos	—	1 556
Comext	49 030	8 640
other products	15 732	—
<b>Total</b>	<b>64 762</b>	<b>10 196</b>
(b) Magnetic tapes		
Cronos	18 157	15 354
Comext	30 409	73 569
REGIO	3 860	4 140
TES	—	1 125
FSSRS	—	—
Sabine	1 800	3 362
<b>Total</b>	<b>54 226</b>	<b>97 550</b>
(c) Diskettes		
Cronos	9 030	4 057
Comext	22 360	14 330
REGIO	36 225	3 150
TES	1 012	2 930
Sabine	—	—
<b>Total</b>	<b>68 627</b>	<b>24 467</b>
(d) Datashop		
Cronos printouts	2 661	112 278
Comext printouts	99 114	5 089
REGIO printouts	1 097	893
FSSRS printouts	20	635
TES printouts	40	—
Photocopies	6 402	5 610
Fax transmission charges	1 318	865
<b>Total</b>	<b>110 652</b>	<b>125 370</b>
(e) Comext CD-ROM		
Monthly subscriptions 1993	184 350	183 061
Monthly subscriptions 1992, invoiced in 1993	33 837	—
Quarterly subscriptions 1993	25 920	—
Quarterly subscriptions 1992, invoiced in 1993	6 324	—
Monthly data 1993 (one-off orders)	16 650	8 675
Monthly data 1992 (one-off orders invoiced in 1993)	3 030	—
Historical data, supplement 1/93 (1976-87)	9 550	2 300
Historical data, supplement 2/93 (1988-92)	32 500	—
Historical data, supplement 2/92 (1988-91)	7 600	4 125
<b>Total</b>	<b>319 761</b>	<b>198 161</b>
(f) Eurostat CD-ROM		
1993 subscriptions	14 212	—
<b>Total Eurostat invoices</b>	<b>632 240</b>	<b>455 744</b>

**Table 14 (contd) — Invoicing**

(ECU)

	1993	1992
<b>5. Other products</b>		
BACH magnetic tapes	—	1 189
YNA magnetic tapes	—	—
Eurovoc magnetic tapes	632	5 175
Einecs magnetic tapes	11 012	5 040
OJ magnetic tapes	—	—
OJ diskettes	8 039	28 050
Comprehensive economic tables diskettes	—	600
ECHO CCL training diskette	3 780	195
ECHO User Manual	4 200	130
Einecs CD-ROM	1 799	—
Formex royalties	—	3 600
<i>Total</i>	<b>29 462</b>	<b>43 979</b>
<b>Total invoices</b>	<b>2 021 423</b>	<b>1 185 896</b>

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## **3. Joint publications and copyright**

**3.1. Introduction**

**3.2. Joint publications**

**3.3. Copyright**

**3.4. Royalties**



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### 3.1. Introduction

1993 saw a large number of new joint publications. There was a very marked increase in co-publishing on electronic media, for which the unit responsible had to acquire special technical expertise and take a new approach to negotiation. There was also a sharp increase in applications to reproduce material and in the revenue accrued from this.

David Buchan's book, *Europe — The strange superpower*, was published simultaneously, in June, in English by Dartmouth Publishing and in French by *éditions Apogée*. The joint publications unit managed the publication and promotion on behalf of the Commission's Secretariat-General, and the Office distributed the two versions.

Like the *Cecchini Report*, *The ecu report* and *Eastern Europe and the USSR — The challenge of freedom*, Buchan's book gives the Commission an opportunity to use the marketing networks of private publishers to stimulate public debate on European issues.

The French edition of Spierenburg and Poidevin's *The History of the European Coal and Steel Community High Authority* was published in June (the English version is to come out in February 1994). The publisher was Bruylant of Brussels, and the book is also distributed by the Office. Here, too, the joint publications unit had to apply its expertise in taking charge of the publication, promotion and sales conditions. Mr Jacques Delors, President of the Commission, held a press conference to mark the appearance of the book.

Collaboration between the unit and the European Foundation in Dublin is still flourishing: two new international and national volumes of the *European employment and industrial relations glossary* were co-published in 1993, and further volumes are in preparation.

Although the Spierenburg-Poidevin and Buchan books took up much of the unit's time and attention, the most significant joint publishing project is probably Eurocat, the catalogue of Community publications and documents, on CD-ROM. Professor J. de Deus Pinheiro, the Member of the Commission responsible for Office activities, announced the appearance of the first issue of the CD-ROM, which is to appear four times a year, at the Frankfurt Book Fair in October 1993. Eurocat was also one of the prizewinning publications shortlisted by the European Information Association for its 1993 awards. Co-published by two electronic publishing specialists, Eurocat is remarkable not merely as the first successful attempt to assemble information from a number of independent, restricted bibliographies as a single multilingual catalogue, but also because it was published without cost to the institutions' publication budgets.

Joint publishing is the most prominent sector managed by the unit, but it also presents a range of problems. The other, equally important activity is the management of reproduction licences and authorizations of all kinds. 'Other copyright activities' grew by 46% in 1993, and revenue doubled.

### 3.2. Joint publications

1993 saw 14 new joint publications (12 in 1992). Nine co-publishing contracts were signed (nine in 1992).

### 3.3. Copyright

Reproduction authorizations	1991	1992	1993
<i>Licences for reproduction in full</i>	<i>29</i>	<i>66</i>	<i>67</i>
of which:			
maps	7	14	8
other publications	7	31	46
translation rights	15	21	13
<i>Licences for partial reproduction</i>	<i>129</i>	<i>153</i>	<i>207</i>
<i>Information</i>	<i>not available</i>	<i>67</i>	<i>144</i>
<b>Total</b>		<b>286</b>	<b>418</b>

### 3.4. Royalties

Reproduction licences granted in connection with copyright brought in ECU 87 285 (ECU 41 901 in 1992).

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## **4. Activities of the accounts office**

**4.1. Budget accounting**

**4.2. Commercial accounting**



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## 4.1. Budget accounting

Total budgetary expenditure was ECU 42 279 005.29, as against ECU 39 643 878.16 in 1992 — an increase of 6.65%. This increase should be seen in the light of the fact that 1993 was the first full year in which the Publications Office was in charge of CELEX and Eurobases activities.

Expenditure on staff (Title 1) was ECU 24 610 502.52, as against ECU 22 750 446.34 in 1992 — an increase of 8.18% (including the added CELEX and Eurobases activities).

As in the past, freelance proof-readers had to be called upon at peak times and to make up for the lack of a reserve list for the recruitment of officials in certain languages. The amount under item 1175 also had to be boosted to cover expenditure on temporary staff to cope with peak workloads.

Operating expenditure (Titles 2 and 3) amounted to ECU 17 668 502.77, as against ECU 16 893 431.82 in 1992 — an increase of 4.59%. This includes, in particular, expenditure on clearing the backlog in certain languages and on modernizing the CELEX system.

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

97.32% for Title 1;

99.75% for Titles 2 and 3.

The outturn of the budget was severely affected by the major fluctuations during 1993 in the value of the ecu against the Luxembourg franc, which delayed the filling of certain vacant posts. A supplementary and amending budget for this purpose came too late (December 1993) to alleviate these difficulties and a large proportion of the funds concerned were forfeited, thus reducing the rate of utilization of the Title 1 appropriations.

Table 15 shows the trends in Office expenditure from 1992 to 1993 and the outturn of the budget in 1993.

Table 16 gives a breakdown by department of Office expenditure in 1993.

Table 17 shows the amounts invoiced pro forma for services rendered to the institutions by the various departments of the Publications Office.

Table 15 — Budget outturn in 1993

(in ECU)

Item	Heading	Appropriations 1993			Expenditure 1993			Total expenditure 1992
		Initial appropriation	Transfers and SAB	Final appropriations	Expenditure at 31.12.1993	Appropriations carried forward	Total expenditure	
1100	Basic salaries	17 142 761	- 345 500	16 797 261	16 687 814.59	0.00	16 687 814.59	15 182 135.13
1101	Family allowances	1 870 577	149 000	2 019 577	1 918 900.60	0.00	1 918 900.60	1 690 517.32
1102	Expatriation allowances, etc.	2 190 727	0	2 190 727	2 134 353.60	0.00	2 134 353.60	1 979 698.90
1103	Secretariat allowances	147 393	22 000	169 393	160 168.64	0.00	160 168.64	143 627.70
	Total Art. 110	21 351 458	- 174 500	21 176 958	20 901 237.43	0.00	20 901 237.43	18 995 979.05
1110	Auxiliary staff	174 944	- 5 000	169 944	166 979.79	0.00	166 979.79	450 036.14
	Total Art. 111	174 944	- 5 000	169 944	166 979.79	0.00	166 979.79	450 036.14
1120	Further training for staff	76 800	0	76 800	37 642.20	39 157.80	76 800.00	82 952.12
	Total Art. 112	76 800	0	76 800	37 642.20	39 157.80	76 800.00	82 952.12
1130	Sickness insurance	577 054	0	577 054	572 252.66	0.00	572 252.66	521 826.91
1131	Accident insurance	112 448	2 500	114 948	112 645.85	0.00	112 645.85	102 835.91
1132	Unemployment insurance	1 000	0	1 000	795.19	0.00	795.19	910.91
	Total Art. 113	690 502	2 500	693 002	685 693.70	0.00	685 693.70	625 573.73
1140	Birth/death grants	1 500	0	1 500	790.84	0.00	790.84	385.49
1141	Annual leave travel expenses	303 365	15 000	318 365	300 483.63	0.00	300 483.63	293 854.86
1144	Local travel allowances	1 000	0	1 000	671.96	0.00	671.96	864.09
1147	Shiftwork/standby allowances	11 300	2 000	13 300	12 288.51	0.00	12 288.51	14 706.25
	Total Art. 114	317 165	17 000	334 165	314 234.94	0.00	314 234.94	309 810.69
1150	Overtime	55 000	5 200	60 200	59 693.20	0.00	59 693.20	70 583.29
	Total Art. 115	55 000	5 200	60 200	59 693.20	0.00	59 693.20	70 583.29
1174	Freelance proof-readers	1 250 000	50 000	1 300 000	1 095 026.45	204 973.55	1 300 000.00	1 135 000.00
1175	Other work sent out	70 000	110 000	180 000	144 718.57	35 281.42	179 999.99	275 429.71
	Total Art. 117	1 320 000	160 000	1 480 000	1 239 745.02	240 254.97	1 479 999.99	1 410 429.71
1181	Travel expenses	3 000	0	3 000	1 692.67	1 307.33	3 000.00	5 000.00
1182	Installation allowances	57 850	0	57 850	55 931.84	1 918.16	57 850.00	40 000.00
1183	Removal expenses	28 310	45 000	73 310	42 505.25	30 804.75	73 310.00	20 000.00
1184	Temporary subsistence allowances	93 000	- 52 000	41 000	40 141.45	858.55	41 000.00	70 000.00
	Total Art. 118	182 160	- 7 000	175 160	140 271.21	34 888.79	175 160.00	135 000.00

1190	Weightings	22 164	82 000	104 164	80 454.33	0.00	80 454.33	33 313.31
1191	Provisional appropriations	327 200	- 2 200	325 000	0.00	0.00	0.00	0.00
	Total Art. 119	349 364	79 800	429 164	80 454.33	0.00	80 454.33	33 313.31
	Total Chapter 11	24 517 393	78 000	24 595 393	23 625 951.82	314 301.56	23 940 253.38	22 113 678.04
1300	Mission expenses, etc.	312 100	0	312 100	252 286.51	59 813.49	312 100.00	357 000.00
	Total Chapter 13	312 100	0	312 100	252 286.51	59 813.49	312 100.00	357 000.00
1400	Restaurant/canteen running costs	20 000	- 11 000	9 000	6 312.43	2 687.61	9 000.04	7 500.00
1401	Canteen conversion/replacement	10 000	11 000	21 000	11 758.82	9 241.18	21 000.00	8 000.00
	Total Chapter 14	30 000	0	30 000	18 071.25	11 928.79	30 000.04	15 500.00
1520	Seconded national officials	40 000	0	40 000	13 950.03	4 699.97	18 650.00	30 392.11
	Total Chapter 15	40 000	0	40 000	13 950.03	4 699.97	18 650.00	30 392.11
1610	Staff social contacts	11 500	1 000	12 500	10 985.94	1 514.06	12 500.00	10 500.00
1620	Other welfare expenditure	21 000	- 4 850	16 150	16 149.10	0.00	16 149.10	14 876.20
1630	Early Childhood Centre	218 000	58 850	276 850	189 449.24	87 400.76	276 850.00	204 500.00
	Total Chapter 16	250 500	55 000	305 500	216 584.28	88 914.82	305 499.10	229 876.20
1701	Entertainment/representation expenses	4 000	0	4 000	3 476.49	523.51	4 000.00	4 000.00
	Total Chapter 17	4 000	0	4 000	3 476.49	523.51	4 000.00	4 000.00
	Total Title 1	25 153 993	133 000	25 286 993	24 130 320.38	480 182.14	24 610 502.52	22 750 446.35
2000	Rent	3 372 900	117 000	3 489 900	3 267 011.93	187 404.27	3 454 416.20	3 053 498.99
2010	Insurance	11 600	1 000	12 600	10 490.85	2 109.15	12 600.00	11 300.00
2020	Water, gas, electricity, heating	514 600	- 25 000	489 600	317 926.40	171 673.60	489 600.00	440 299.82
2030	Cleaning/maintenance	537 600	23 000	560 600	365 806.42	194 675.60	560 482.02	543 689.33
2040	Fitting-out of premises	74 600	0	74 600	39 022.02	35 577.71	74 599.73	100 300.00
2050	Building security/surveillance	533 200	41 000	574 200	468 109.06	106 090.28	574 199.34	484 499.39
2090	Other expenditure on buildings	50 700	45 000	95 700	62 759.24	32 940.76	95 700.00	71 850.00
	Total Chapter 20	5 095 200	202 000	5 297 200	4 531 125.92	730 471.37	5 261 597.29	4 705 437.53
2100	Computer centre operations	1 717 050	79 000	1 796 050	1 435 348.98	359 460.73	1 794 809.71	1 719 999.10
2120	Staff services of computer operations	225 000	60 000	285 000	154 706.80	127 155.33	281 862.13	210 000.00
2130	Outside computer operations	100 000	- 60 000	40 000	0.00	39 996.00	39 996.00	89 937.00
2140	Outside analysis/programming	1 000 000	50 000	1 050 000	459 075.56	590 808.79	1 049 884.35	3 013 334.50
	Total Chapter 21	3 042 050	129 000	3 171 050	2 049 131.34	1 117 420.85	3 166 552.19	5 033 270.60

Table 15 (contd) — Budget outturn in 1993

(in ECU)

Item	Heading	Appropriations 1993			Expenditure 1993			Total expenditure 1992
		Initial appropriation	Transfers and SAB	Final appropriations	Expenditure at 31.12.1993	Appropriations carried forward	Total expenditure	
2200	New purchases of equipment	141 500	- 13 000	128 500	93 277.94	35 221.56	128 499.50	54 999.12
2201	Replacement of equipment	240 000	114 290	354 290	0.00	354 290.00	354 290.00	2 765.01
2202	Hire of equipment	420 000	- 10 000	410 000	349 261.27	60 721.57	409 982.84	359 999.23
2203	Maintenance of equipment	242 200	0	242 200	174 974.21	67 224.82	242 199.03	264 999.93
2204	Electronic office equipment	15 000	- 8 000	7 000	5 615.38	1 384.62	7 000.00	14 999.13
	Total Art. 220	1 058 700	83 290	1 141 990	623 128.80	518 842.57	1 141 971.37	697 762.42
2210	New purchase of furniture	57 000	42 400	99 400	48 708.08	50 661.72	99 369.80	99 995.35
2211	Replacement of furniture	8 400	- 8 400	0	0.00	0.00	0.00	0.00
2213	Maintenance, use and repair of furniture	2 000	2 500	4 500	350.00	4 150.00	4 500.00	2 000.00
	Total Art. 221	67 400	36 500	103 900	49 058.08	54 811.72	103 869.80	101 995.35
2230	New purchases of vehicles	0	0	0	0.0	0.00	0.00	0.00
2231	Replacement of vehicles	44 000	0	44 000	23 020.00	19 258.00	42 278.00	10 596.00
2232	Hire of vehicles	42 000	5 000	47 000	40 787.47	6 212.53	47 000.00	44 905.95
2233	Maintenance of vehicles	32 000	0	32 000	16 475.60	15 524.40	32 000.00	29 999.78
	Total Art. 223	118 000	5 000	123 000	80 283.07	40 994.93	121 278.00	85 501.73
2250	Library/books	13 900	0	13 900	3 180.00	10 720.00	13 900.00	9 450.00
2251	Library/documentation equipment	5 000	- 5 000	0	0.00	0.00	0.00	0.00
2252	Subscriptions to newspapers/periodicals	3 500	0	3 500	3 275.75	224.25	3 500.00	3 500.00
2253	News agency subscriptions	1 000	0	1 000	847.18	152.82	1 000.00	700.00
2254	Binding and upkeep of books	6 000	0	6 000	0.00	6 000.00	6 000.00	8 500.00
2255	Subscription to viewdata services	1 500	- 1 500	0	0.00	0.00	0.00	0.00
	Total Art. 225	30 900	- 6 500	24 400	7 302.93	17 097.07	24 400.00	22 150.00
	Total Chapter 22	1 275 000	118 290	1 393 290	759 772.88	631 746.29	1 391 519.17	907 409.50
2300	Stationery/office supplies	709 000	0	709 000	631 932.83	77 066.67	708 999.50	659 499.02
	Total Art. 230	709 000	0	709 000	631 932.83	77 066.67	708 999.50	659 499.02
2351	Uniforms and working clothes	19 000	- 5 250	13 750	7 526.76	6 105.72	13 632.48	17 946.54
2352	Miscellaneous expenditure on meetings	2 000	750	2 750	2 269.00	481.00	2 750.00	2 000.00
2353	Removals/handling	15 000	11 500	26 500	7 088.87	19 411.13	26 500.00	18 588.28
2359	Other administrative expenditure	500	- 500	0	0.00	0.00	0.00	0.00
	Total Art. 235	36 500	6 500	43 000	16 884.63	25 997.85	42 882.48	38 534.82
	Total Chapter 23	745 500	6 500	752 000	648 817.46	103 064.52	751 881.98	698 033.84

2400	Postage, etc.	5 074 000	- 142 790	4 931 210	4 913 766.28	17 443.72	4 931 210.00	5 014 920.00
2410	Telephone, etc.	353 100	- 10 000	343 100	199 918.43	143 181.32	343 099.75	336 549.67
	Total Chapter 24	5 427 100	- 152 790	5 274 310	5 113 684.71	160 625.04	5 274 309.75	5 351 469.67
2500	Meetings in general	58 000	- 36 000	22 000	16 856.18	5 135.00	21 991.18	45 811.55
	Total Chapter 25	58 000	- 36 000	22 000	16 856.18	5 135.00	21 991.18	45 811.55
	Total Title 2	15 642 850	267 000	15 909 850	13 119 388.49	2 748 463.07	15 867 851.56	16 741 432.69
3410	General publications	10 000	- 10 000	0	0.00	0.00	0.00	10 000.00
3412	Publicity/promotion	108 000	10 000	118 000	95 669.33	22 322.77	117 992.10	141 999.13
	Total Art. 341	118 000	0	118 000	95 669.33	22 322.77	117 992.10	151 999.13
3430	Database dissemination	80 000	0	80 000	44 914.83	32 589.11	77 503.94	0.00
3431	Dissemination of CELEX database	1 605 157	0	1 605 157	260 452.13	1 344 703.04	1 605 155.17	0.00
	Total Art. 343	1 685 157	0	1 685 157	305 366.96	1 377 292.15	1 682 659.11	0.00
	Total Chapter 34	1 803 157	0	1 803 157	401 036.29	1 399 614.92	1 800 651.21	151 999.13
	Total Title 3	1 803 157	0	1 803 157	401 036.29	1 399 614.92	1 800 651.21	151 999.13
	Total	42 600 000	400 000	43 000 000	37 650 745.16	4 628 260.13	42 279 005.29	39 643 878.17

Table 16 — Breakdown of Office expenditure by department (1993)

(In ECU)

Item	Heading	OP/1 Administrative and technical services								OP/2 Official Journal	OP/3 Publications	OP/4 Sales and accounting	OP/5 Co- publishing	OP/6 Workshops	Management	Outturn <sup>1</sup>	
		Computer centre	Contract manage- ment	Project manage- ment	Micrography	Documentary aids	Stock manage- ment, etc.	General services	Staff								User support
1100	Basic salaries	317 068	1 244 911	555 704	175 222	502 303	1 026 301	924 505	365 463	178 560	2 870 304	3 085 577	2 030 907	302 049	1 653 762	1 455 177	16 687 815
1101	Family allowances	36 459	143 150	63 899	20 148	57 759	118 012	106 307	42 024	20 532	330 051	354 805	233 530	34 732	190 163	167 328	1 918 901
1102	Expatriation allowances, etc.	40 553	159 223	71 074	22 411	64 244	131 263	118 243	46 742	22 838	387 109	394 642	259 751	38 632	211 514	186 116	2 134 354
1103	Secretarial allowances	6 407	24 394	1 137	0	4 036	8 697	4 036	4 661	4 661	10 443	12 653	45 280	1 137	17 458	15 168	160 169
	Total Article 110	400 487	1 571 677	691 815	217 781	628 342	1 284 273	1 153 091	458 890	226 590	3 577 907	3 847 677	2 569 468	376 551	2 072 898	1 823 789	20 901 237
1110	Auxiliary staff	0	17 182	5 377	0	0	0	12 039	0	0	19 854	9 384	96 364	0	6 779	0	166 980
	Total Article 111	0	17 182	5 377	0	0	0	12 039	0	0	19 854	9 384	96 364	0	6 779	0	166 980
1120	Further training for staff	4 815	2 020	12 319	0	2 243	699	3 218	1 121	1 382	9 308	26 772	3 256	1 713	4 078	3 855	78 800
	Total Article 112	4 815	2 020	12 319	0	2 243	699	3 218	1 121	1 382	9 308	26 772	3 256	1 713	4 078	3 855	78 800
1130	Sickness insurance	10 873	42 690	19 056	6 009	17 225	35 194	31 703	12 532	6 123	98 427	105 810	69 643	10 358	56 710	49 900	572 253
1131	Accident insurance	2 140	8 403	3 751	1 183	3 391	6 928	8 241	2 467	1 205	19 375	20 828	13 709	2 039	11 163	9 823	112 646
1132	Unemployment insurance (temporary staff)	0	0	0	0	0	0	0	0	0	0	159	159	0	477	0	795
	Total Article 113	13 013	51 093	22 807	7 191	20 615	42 121	37 943	14 999	7 328	117 803	126 797	83 511	12 397	68 351	59 723	685 694
1140	Birth/death grants	15	59	26	8	24	49	44	17	8	136	148	96	14	78	69	791
1141	Annual leave travel expenses	5 709	22 416	10 006	3 155	9 045	18 480	16 647	6 581	3 215	51 683	55 559	36 589	5 439	29 778	28 202	300 484
1144	Fixed local travel allowances	13	50	22	7	20	41	37	15	7	116	124	82	12	67	59	672
1147	Shiftwork/standby allowances	12 289	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12 289
	Total Article 114	18 025	22 525	10 055	3 170	9 089	18 570	16 728	6 613	3 231	51 935	55 830	36 747	5 465	29 923	26 330	314 235
1150	Overtime	0	4 328	0	0	0	495	8 638	0	0	0	0	1 236	0	41 833	3 164	59 693
	Total Article 115	0	4 328	0	0	0	495	8 638	0	0	0	0	1 236	0	41 833	3 164	59 693
1174	Freelance proof-readers	0	0	0	0	65 780	0	0	0	0	722 930	511 290	0	0	0	0	1 300 000
1175	Other work sent out	0	55 206	2 934	0	0	0	23 760	0	0	20 088	20 340	12 258	3 906	19 350	22 158	180 000
	Total Article 117	0	55 206	2 934	0	65 780	0	23 760	0	0	743 018	531 630	12 258	3 906	19 350	22 158	1 480 000
1181	Travel expenses	57	224	100	32	80	185	166	66	32	516	555	365	54	297	262	3 000
1182	Installation allowances	1 099	4 318	1 926	607	1 741	3 558	3 205	1 267	619	9 950	10 696	7 040	1 047	5 733	5 045	57 850
1183	Removal expenses	1 393	5 469	2 441	770	2 207	4 509	4 061	1 605	784	12 609	13 555	8 922	1 327	7 265	6 393	73 310
1184	Temporary subsistence allowances	779	3 059	1 365	431	1 234	2 522	2 271	898	439	7 052	7 581	4 990	742	4 063	3 575	41 000
	Total Article 118	3 328	13 067	5 833	1 839	5 272	10 772	9 704	3 836	1 874	30 128	32 387	21 317	3 170	17 358	15 274	175 180
1190	Weightings	1 529	6 002	2 679	845	2 422	4 948	4 457	1 762	861	13 838	14 876	9 791	1 456	7 973	7 016	80 454
	Total Article 119	1 529	6 002	2 679	845	2 422	4 948	4 457	1 762	861	13 838	14 876	9 791	1 456	7 973	7 016	80 454
	Total Chapter 11	441 198	1 743 101	753 818	230 827	733 763	1 361 878	1 269 578	487 221	241 267	4 563 790	4 645 353	2 833 948	404 658	2 268 544	1 961 309	23 940 253
1300	Mission expenses, etc.	2 466	10 986	8 739	0	2 247	2 278	17 228	3 527	0	22 034	96 907	73 156	13 264	6 492	52 776	312 100
	Total Chapter 13	2 466	10 986	8 739	0	2 247	2 278	17 228	3 527	0	22 034	96 907	73 156	13 264	6 492	52 776	312 100

<sup>1</sup> These figures may differ slightly from those given in Table 15 due to the method of rounding used.

1400	Restaurant/canteen running costs	164	650	283	86	276	506	477	182	89	1 700	1 758	1 082	155	843	748	9 000
1401	Restaurant/canteen conversion/replacement	384	1 517	660	200	644	1 180	1 113	425	209	3 967	4 102	2 525	362	1 968	1 744	21 000
	Total Chapter 14	548	2 168	942	285	920	1 686	1 590	606	298	5 667	5 861	3 608	516	2 812	2 492	30 000
1520	Seconded national officials	0	0	0	0	8 249	0	0	0	0	0	0	10 401	0	0	0	18 650
	Total Chapter 15	0	0	0	0	8 249	0	0	0	0	0	0	10 401	0	0	0	18 650
1610	Staff social contacts	228	903	393	119	383	702	663	253	124	2 361	2 442	1 503	215	1 171	1 038	12 500
1620	Other welfare expenditure	295	1 167	507	154	495	908	856	326	161	3 051	3 155	1 942	278	1 513	1 341	18 149
1630	Early Childhood Centre	5 060	20 005	8 697	2 633	8 488	15 558	14 676	5 597	2 752	52 300	54 084	33 294	4 766	25 946	22 995	276 850
	Total Chapter 16	5 583	22 075	9 597	2 905	9 366	17 168	18 194	6 176	3 036	57 712	59 681	36 740	5 260	28 631	25 374	305 499
1701	Entertainment representation expenses	0	0	0	0	0	0	0	0	0	0	0	1 840	0	0	2 160	4 000
	Total Chapter 17	0	0	0	0	0	0	0	0	0	0	0	1 840	0	0	2 160	4 000
	Total Title 1	449 795	1 778 329	773 096	234 017	754 545	1 383 010	1 304 591	497 531	244 602	4 649 204	4 807 802	2 959 693	423 698	2 306 478	2 044 111	24 610 503
2000	Rent	63 135	249 613	108 514	32 847	105 911	194 124	183 117	69 835	34 333	652 578	674 840	415 433	59 472	323 745	286 919	3 454 416
2010	Insurance	230	910	396	120	386	708	668	255	125	2 380	2 461	1 515	217	1 181	1 047	12 600
2020	Water, gas, electricity, heating	8 948	35 378	15 380	4 656	15 011	27 514	25 953	9 898	4 866	92 491	95 646	58 880	8 429	45 885	40 665	489 600
2030	Cleaning and maintenance	10 244	40 500	17 607	5 330	17 184	31 497	29 711	11 331	5 571	105 881	109 493	67 404	9 649	52 528	46 553	560 482
2040	Fitting-out of premises	1 363	5 390	2 343	709	2 287	4 192	3 954	1 508	741	14 093	14 573	8 971	1 284	6 991	6 196	74 600
2050	Building security/surveillance	10 494	41 491	18 037	5 460	17 605	32 268	30 438	11 608	5 707	108 743	112 173	69 054	9 885	53 814	47 692	574 199
2090	Other expenditure on buildings	1 749	6 915	3 006	910	2 934	5 378	5 073	1 935	951	18 079	18 696	11 509	1 648	8 969	7 949	95 700
	Total Chapter 20	96 164	380 198	165 284	50 032	161 318	295 680	278 915	106 369	52 295	993 976	1 027 883	632 767	90 584	493 113	437 020	5 261 597
2100	Computer centre operations	1 794 810	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 794 810
2120	Staff services of computer operations	281 862	0	0	0	0	0	0	0	0	0	0	0	0	0	0	281 862
2130	Outside computer operations	39 996	0	0	0	0	0	0	0	0	0	0	0	0	0	0	39 996
2140	Outside analysis/programming	0	0	1 049 884	0	0	0	0	0	0	0	0	0	0	0	0	1 049 884
	Total Chapter 21	2 116 668	0	1 049 884	0	0	0	0	0	0	0	0	0	0	0	0	3 166 552
2200	New purchases of equipment	2 349	9 285	4 037	1 222	3 940	7 221	6 812	2 598	1 277	24 275	25 103	15 454	2 212	12 043	10 673	128 500
2201	Replacement of technical equipment and installations	6 475	25 601	11 129	3 369	10 862	19 910	18 781	7 162	3 521	66 929	69 213	42 607	6 100	33 204	29 427	354 290
2202	Hire of equipment	7 493	29 625	12 879	3 898	12 570	23 039	21 733	8 288	4 075	77 450	80 092	49 305	7 058	38 423	34 053	409 983
2203	Maintenance of equipment	4 427	17 501	7 608	2 303	7 426	13 611	12 839	4 896	2 407	45 754	47 315	29 127	4 170	22 699	20 117	242 199
2204	Electronic office equipment	128	506	220	67	215	393	371	142	70	1 322	1 367	842	121	656	581	7 000
	Total Article 220	20 871	82 518	35 873	10 859	35 012	64 174	60 535	23 086	11 350	215 731	223 091	137 335	19 660	107 025	94 850	1 141 971
2210	New purchases of furniture	1 816	7 180	3 122	945	3 047	5 584	5 268	2 009	988	18 772	19 412	11 950	1 711	9 313	8 254	99 370
2213	Maintenance, use and repair of furniture	82	325	141	43	138	253	239	91	45	850	879	541	77	422	374	4 500
	Total Article 221	1 898	7 506	3 263	988	3 185	5 837	5 506	2 100	1 032	19 622	20 292	12 492	1 788	9 735	8 627	103 870
2231	Replacement of vehicles	0	0	0	0	0	42 278	0	0	0	0	0	0	0	0	0	42 278
2232	Hire of vehicles	0	0	0	0	0	47 000	0	0	0	0	0	0	0	0	0	47 000
2233	Maintenance of vehicles	0	0	0	0	0	32 000	0	0	0	0	0	0	0	0	0	32 000
	Total Article 223	0	0	0	0	0	121 278	0	0	0	0	0	0	0	0	0	121 278

25 Table 16 (contd) — Breakdown of Office expenditure by department (1993)

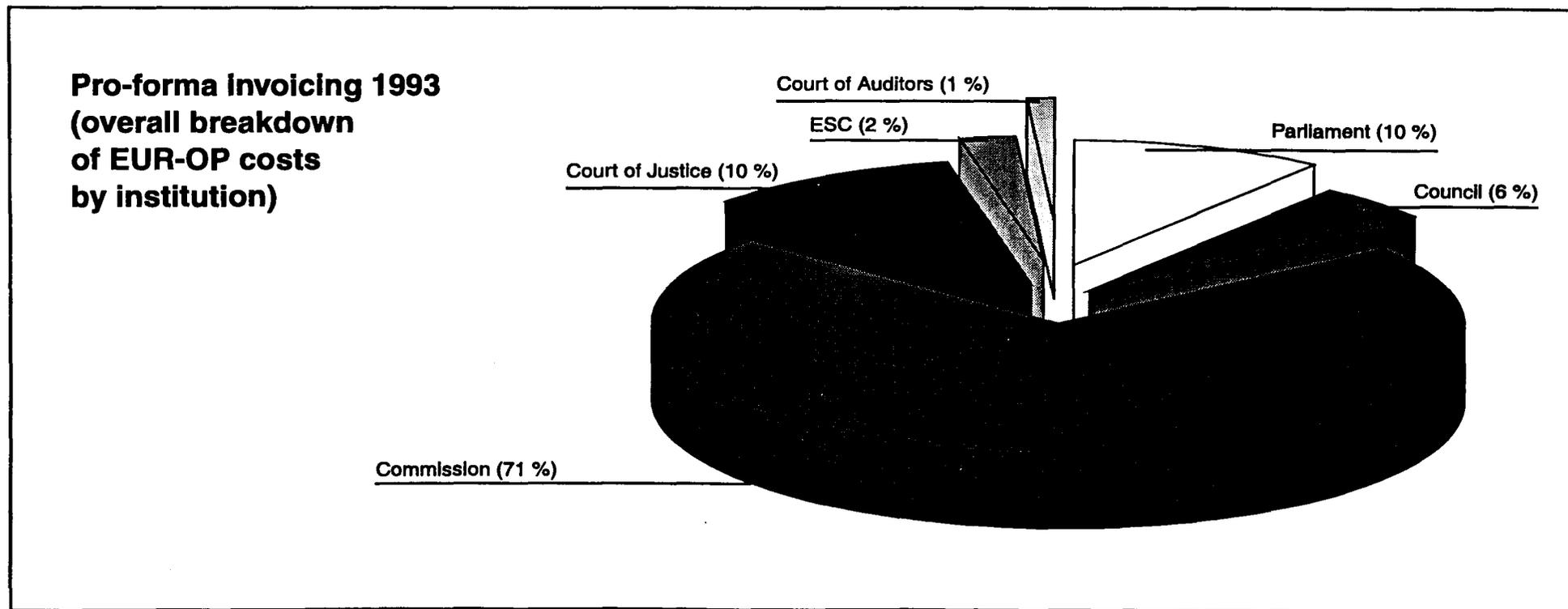
(in ECU)

Item	Heading	OP/1 Administrative and technical services									OP/2 Official Journal	OP/3 Publications	OP/4 Sales and accounting	OP/5 Co- publishing	OP/6 Workshops	Management	Outturn <sup>1</sup>
		Computer centre	Contract manage- ment	Project manage- ment	Micrography	Documentary aids	Stock manage- ment, etc.	General services	Staff	User support							
2250	Library/books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13 900	13 900
2252	Subscriptions to newspaper and periodicals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3 500	3 500
2253	News agency subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 000	1 000
2254	Binding and upkeep of books	0	0	0	0	0	0	0	0	0	0	0	0	0	6 000	0	6 000
	Total Article 225	0	0	0	0	0	0	0	0	0	0	0	0	0	6 000	18 400	24 400
	Total Chapter 22	22 770	90 023	39 136	11 847	38 197	191 289	66 041	25 186	12 382	235 354	243 382	149 827	21 449	122 759	121 878	1 391 519
2300	Stationery and office supplies	1 347	5 814	0	0	0	151 726	40 058	0	567	0	12 620	11 840	496	482 403	2 127	709 000
	Total Article 230	1 347	5 814	0	0	0	151 726	40 058	0	567	0	12 620	11 840	496	482 403	2 127	709 000
2351	Uniforms and working clothes	0	0	0	0	0	1 681	10 271	0	0	0	0	0	0	1 681	0	13 832
2352	Miscellaneous expenditure on meetings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 750	2 750
2353	Departmental removals/handling	0	0	0	0	0	0	26 500	0	0	0	0	0	0	0	0	26 500
	Total Article 235	0	0	0	0	0	1 681	36 771	0	0	0	0	0	0	1 681	2 750	42 882
	Total Chapter 23	1 347	5 814	0	0	0	153 407	76 829	0	567	0	12 620	11 840	496	484 084	4 877	751 882
2400	Postage and delivery charges	0	0	0	0	0	4 931 210	0	0	0	0	0	0	0	0	0	4 931 210
2410	Telephone, telegraph, telex, television	6 519	25 595	11 425	3 603	10 327	21 101	19 008	7 514	3 671	59 013	63 439	41 755	6 210	34 001	29 918	343 100
	Total Chapter 24	6 519	25 595	11 425	3 603	10 327	4 952 311	19 008	7 514	3 671	59 013	63 439	41 755	6 210	34 001	29 918	5 274 310
2500	Meetings in general	0	0	0	0	0	0	0	0	0	1 458	0	20 534	0	0	0	21 991
	Total Chapter 25	0	0	0	0	0	0	0	0	0	1 458	0	20 534	0	0	0	21 991
	Total Title 2	2 243 467	501 630	1 265 729	65 481	209 842	5 592 687	440 793	139 070	68 915	1 289 800	1 347 325	856 723	118 739	1 133 958	593 693	15 867 852
3410	General publications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3412	Publicity/promotion	0	0	0	0	0	0	0	0	0	0	0	117 992	0	0	0	117 992
	Total Article 341	0	0	0	0	0	0	0	0	0	0	0	117 992	0	0	0	117 992
3430	Database dissemination	0	0	0	0	0	0	0	0	0	0	0	77 504	0	0	0	77 504
3431	Dissemination of CELEX database	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 605 155	1 605 155
	Total Article 343	0	0	0	0	0	0	0	0	0	0	0	77 504	0	0	1 605 155	1 682 659
	Total Chapter 34	0	0	0	0	0	0	0	0	0	0	0	195 496	0	0	1 605 155	1 800 651
	Total Title 3	0	0	0	0	0	0	0	0	0	0	0	195 496	0	0	1 605 155	1 800 651
	Total	2 693 262	2 279 959	2 038 825	299 498	964 387	6 975 698	1 745 384	636 600	313 517	5 939 004	6 155 127	4 011 912	542 437	3 440 436	4 242 959	42 279 005

<sup>1</sup> These figures may differ slightly from those given in Table 15 due to the method of rounding used.

**Table 17 — Pro-forma invoicing 1993 (overall breakdown of EUR-OP costs by institution)**

Institution	OP/1 — Micrography	OP 1 — Documentary	OP/2 — official		OP/3 — Publications			OP/6 — Printshops			Total costs (ECU)
	Cost (ECU)	Cost (ECU)	Pages	Cost (ECU)	Pages proof-read	Pages composed	Cost (ECU)	Hours	Materials ECU	Cost (ECU)	
Parliament	97 608	288 382	63 525	1 746 244	22 404	27 374	2 059 741	0	0	0	4 191 975
Council	10 200	132 372	38 935	1 070 287	3 786	11 302	624 319	0	0	0	1 837 179
Commission	347 680	1 696 434	496 212	13 640 412	104 384	161 594	11 005 783	42 421	344 290	4 099 195	30 789 504
Court of Justice	1 700	85 551	5 096	140 084	71 655	16 412	3 644 084	3 614	11 257	323 911	4 195 330
ESC	11 153	133 333	5 664	155 698	4 306	4 172	350 807	2 907	4 837	254 639	905 630
Court of Auditors	1 700	3 931	4 701	129 226	3 808	861	193 196	350	1 064	31 333	359 387
<b>Total</b>	<b>470 041</b>	<b>2 340 003</b>	<b>614 133</b>	<b>16 881 951</b>	<b>210 343</b>	<b>221 715</b>	<b>17 877 931</b>	<b>49 292</b>	<b>361 449</b>	<b>4 709 078</b>	<b>42 279 005</b>



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## 4.2. Commercial accounting

### 4.2.1. Operating result

#### 4.2.1.1. Balance sheet at 31 December 1993 (Table 18)

##### (a) Assets

The assets in bank accounts at 31 December 1993 amounted to ECU 6 298 820.72 (1992: ECU 9 527 259.79), including ECU 4 645 400.00 in term deposits (1992: ECU 8 021 555.55) and ECU 1 144 492.43 in foreign-currency accounts (1992: ECU 662 853.36).

The balances from foreign-currency accounts, most held outside Luxembourg, were transferred at various times during 1993 to ecu accounts in Luxembourg.

##### (b) Liabilities

The amount of accounts receivable owed to the institutions was ECU 7 859 807.48, 32% more than in 1992 (ECU 5 940 199.16). This represented 50% of the net total invoiced in 1993, as against 41% in 1992. The increase in accounts receivable is explained by the failure of a number of sales offices to meet the payment deadline of 180 days. The corrections should, however, be reflected in next year's accounts.

Prepayments into suspense accounts amounted to ECU 45 415.76 (1992: ECU 91 215.12). Advance and part payments into client accounts came to ECU 551 330 90 (1992: ECU 1 066 419.31).

At 31 December 1993 the amount of sales revenue received and payable to the institutions was ECU 5 697 549.55 (1992: ECU 8 359 287.97). This reduction is largely attributable to the postponed payment deadlines mentioned above.

#### 4.2.1.2. Profit-and-loss account at 31 December 1993 (Table 19)

The expenditure side of this account includes general overheads totalling ECU 8 676 901.32, i.e. 28% of gross turnover in 1993 (23% in 1992 and 12% in 1991). The amount under 'insolvent debtors' rose to ECU 35 933.24 in 1993, from ECU 32 618.89 in 1992.

Gross invoiced sales were 14% up on their 1992 value, at ECU 23 889 680.55.

Table 18 — Balance sheet at 31 December 1993

(ECU)

Assets			Liabilities		
Heading	1993	1992	Heading	1993	1992
<b>Current assets</b>			<b>Short-term liabilities</b>		
— Trade accounts receivable	7 135 625.73	5 384 938.66	— Advance and part payments	551 330.90	1 066 419.31
— Other accounts receivable	724 181.75	555 260.50	— Suspense accounts	45 415.76	91 215.12
			— Non-identified disbursements	4 524.51	10 337.39
<b>Term deposits</b>			<b>Accounts receivable on behalf of the institutions at 31 December</b>	<b>7 859 807.48</b>	<b>5 940 199.16</b>
— in ecus	4 645 400.00	5 871 000.00			
— in other currencies	0.00	2 150 555.55	<b>Sales proceeds payable to the institutions</b>	<b>5 697 549.55</b>	<b>8 359 287.97</b>
<b>Current accounts</b>					
— in ecus	508 928.29	842 850.88			
— in other currencies	1 144 492.43	662 853.36			
<b>Total</b>	<b>14 158 628.20</b>	<b>15 467 458.95</b>	<b>Total</b>	<b>14 158 628.20</b>	<b>15 467 458.95</b>

Table 19 — Profit-and-loss account at 31 December 1993

(ECU)

Expenditure			Income		
Heading	1993	1992	Heading	1993	1992
Invoiced rebates	8 374 086.70	6 306 610.10	Gross sales revenue	23 889 680.55	20 921 556.18
Insolvent debtors	35 933.24	32 618.89	Miscellaneous revenue	6 087.99	3 831.98
Exchange losses	250 247.84	47 897.77	Exchange gains	172 909.56	97 481.53
Interest paid	68.99	0.00	Interest received	686 018.90	771 307.47
Bank charges	16 564.55	9 524.98	Adjustments to bank accounts	36 921.10	43 795.59
Miscellaneous expenditure	0.00	0.00	Invoiced interest	148 223.13	—
Amounts receivable on behalf of the institutions at 31 December	7 859 807.48	5 940 199.16	Invoiced postage costs	37 126.33	36 729.47
Sales proceeds payable to the institutions	14 380 457.92	15 811 252.13	Accounts receivable on behalf of the institutions at 1 January	5 940 199.16	6 273 400.81
<b>Total</b>	<b>30 917 166.72</b>	<b>28 148 103.03</b>	<b>Total</b>	<b>30 917 166.72</b>	<b>28 148 103.03</b>



**4.2.2. Breakdown  
of sales revenue  
(Tables 20a and 20b)**

Net sales revenue for the institutions in 1993 amounted to ECU 14 380 457.92 and breaks down as follows:

(ECU)

Net amount of invoices drawn up in 1993	15 700 943.31
Net amount of invoices payable:	
at 1.1.1993	5 940 199.16
at 31.12.1993	7 859 807.48
<b>Total sales revenue received at 31.12.1993</b>	<b>13 781 334.99</b>
Profit/loss 1993	35 933.24
Share of expenses	266 881.38
Share of miscellaneous revenue	901 937.55
<b>Total net sales revenue in 1993</b>	<b>14 380 457.92</b>

**4.2.3. Breakdown by type  
of publication**

See tables below.

**Net total of invoices drawn up in 1991, 1992 and 1993**

	1991		1992		1993	
	ecu	%	ecu	%	ecu	%
Individual publications	1 638 166.79	15.12	3 333 971.68	22.75	2 506 142.19	15.96
Official Journal (L, C, S)	6 181 817.47	57.06	8 297 594.80	56.63	8 613 834.65	54.86
Other periodicals	1 708 222.19	15.77	1 768 434.66	12.07	1 910 893.05	12.17
Electronic products	1 241 980.02	11.46	1 214 944.94	8.29	2 484 723.96	15.83
Miscellaneous	63 259.82	0.58	36 729.47	0.25	185 349.46	1.18
<b>Total</b>	<b>10 833 446.29</b>	<b>100.00</b>	<b>14 651 675.55</b>	<b>100.00</b>	<b>15 700 943.31</b>	<b>100.00</b>

**Total net sales revenue in 1991, 1992 and 1993**

	1991		1992		1993	
	ecu	%	ecu	%	ecu	%
Individual publications	1 878 452.85	14.03	3 141 876.10	19.87	2 093 271.15	14.56
Official Journal (L, C, S)	8 022 081.90	59.90	9 077 588.23	57.41	8 109 743.09	56.39
Other periodicals	2 253 914.12	16.83	2 252 814.25	14.25	1 842 295.17	12.81
Electronic products	1 180 279.79	8.81	1 261 543.92	7.98	2 272 045.50	15.80
Miscellaneous	57 638.96	0.43	77 428.63	0.49	63 103.01	0.44
<b>Total</b>	<b>13 392 367.62</b>	<b>100.00</b>	<b>15 811 251.13</b>	<b>100.00</b>	<b>14 380 457.92</b>	<b>100.00</b>



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## **5. Activities of the administrative and technical departments**

**5.1. Workshops**

**5.2. General services**

**5.3. Stock management and distribution**

**5.4. Computer applications**



## 5.1. Workshops

Following the arrival of the four-colour GTO offset press the previous year, in 1993 the print works acquired a Stahl folding machine for the binding department and a printshop software package for optimum work management and planning. These acquisitions fit logically into the trend in the printing sector towards using high-capacity production equipment capable of satisfying increasingly demanding needs.

A comparison of activities in 1993 with those in 1992 reveals the following:

- (i) a slight drop in print-runs (-1.3%), following several years of rapid growth;
- (ii) a slight increase in the number of pages photocomposed (+2.6%);
- (iii) sharp increases in the output of the assembly (+48.5%) and photography (+33%) sectors as a result of work printed outside;
- (iv) the rapid 'light press on demand' service also faced growing demand (+18.7%).

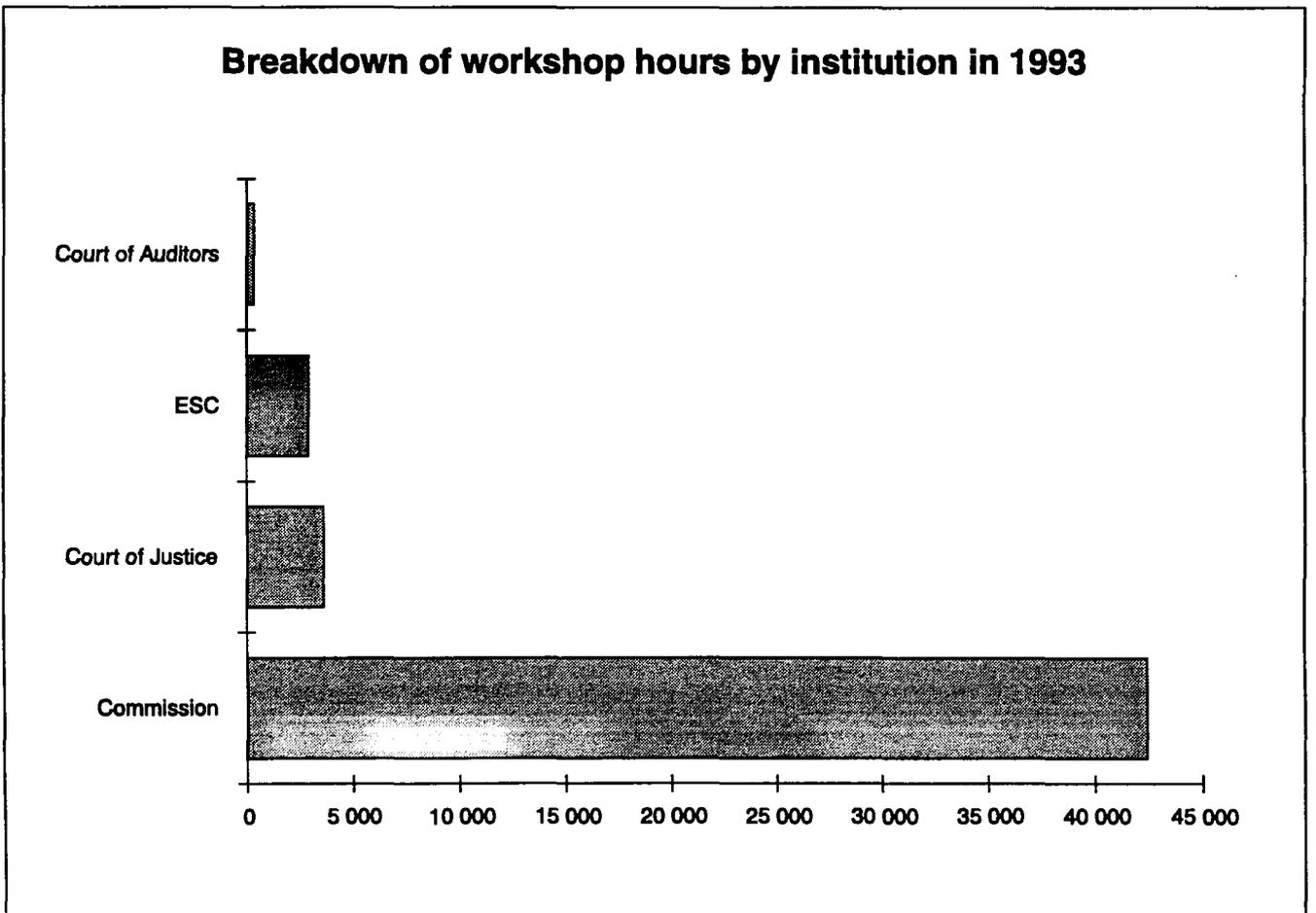
The breakdown of workshop hours by institution shows that no work was done for the Parliament or the Council. Overall, however, the number of hours worked was almost 10% up on 1992 and, as in the past, the Commission remained the biggest customer of the Office's workshops.

*Table 21 — Workshop productivity in 1993*

Sections	1993	1992	change (%)
Photocomposition (pages photocomposed/hour)	6.13	5.57	+ 10.05
Assembly (pages imposed/hour)	14.64	12.80	+ 14.38
Photography (films and contacts/hour)	3.16	2.78	+ 13.67
Offset (A4 pages/hour)	14 371	12 693	+ 13.22
Binding (16-page A1 signatures folded/hour)	2 102	2 695	- 28.21
LOD (on-demand printing by photocopier) (photocopies/hour)	4 370	5 161	- 18.10

**Table 22 — Breakdown of workshop hours by institution In 1993**

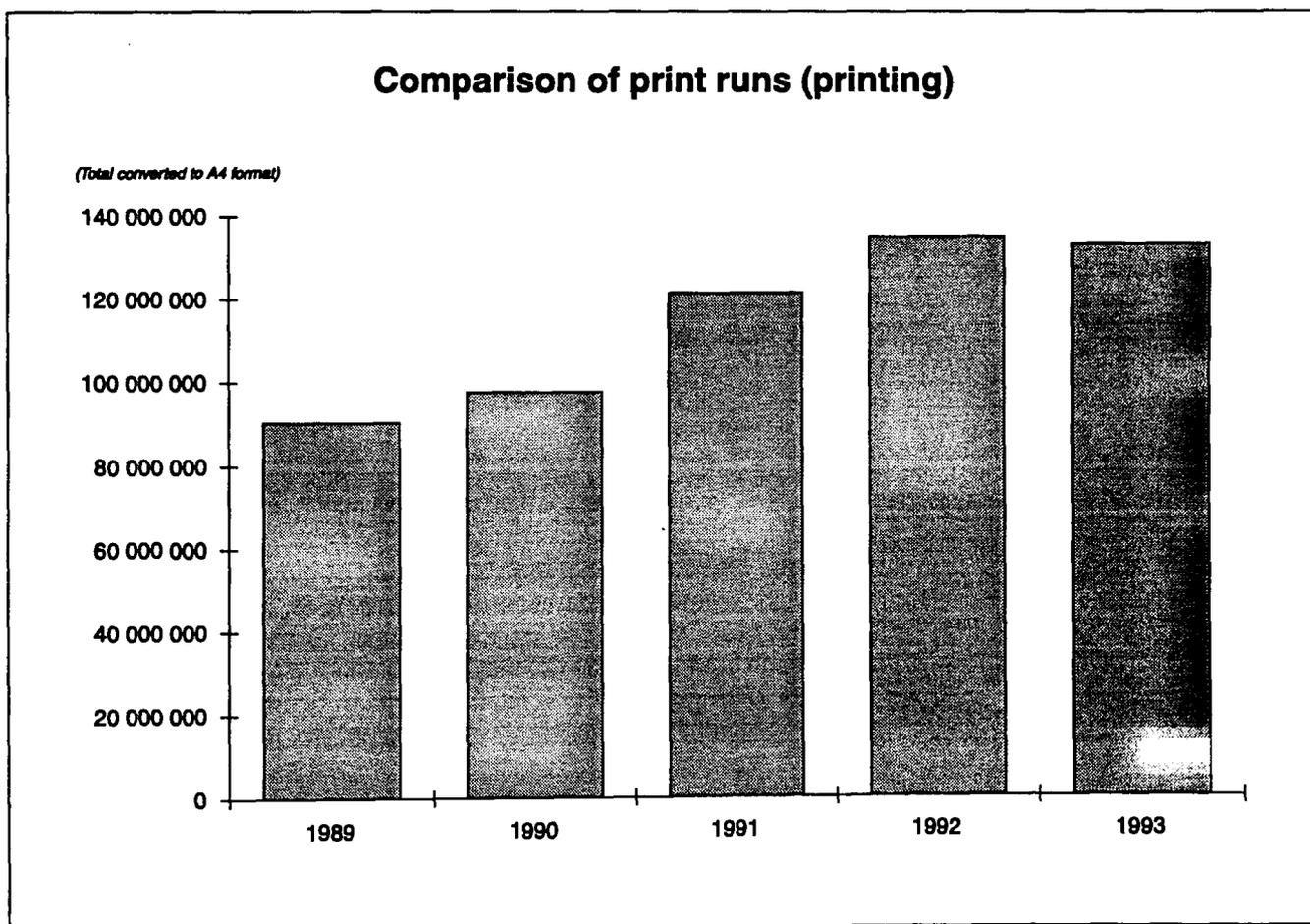
Institution	Planning accounts	Photo-composition	Assembly	Photo	Offset	Binding	LOD	Quality control	Total
Commission	5 378	3 985	4 799	2 939	7 974	11 609	3 237	2 501	42 421
Court of Justice	458	340	409	250	679	989	276	213	3 614
ESC	369	273	329	201	546	796	222	171	2 907
Court of Auditors	44	33	40	24	66	96	27	21	350
<b>Total</b>	<b>6 249</b>	<b>4 630</b>	<b>5 576</b>	<b>3 415</b>	<b>9 266</b>	<b>13 490</b>	<b>3 761</b>	<b>2 906</b>	<b>49 292</b>



**Table 23 — Comparison of print-runs (printing)<sup>1</sup>**

Year	Format				Total converted to A4 format
	A1	A2	A3	A4	
1989	10 181 387	2 023 450	425 175	22 163	90 417 409
1990	11 367 752	1 495 400	22 113	673 920	97 641 762
1991	14 561 288	1 188 594	4 751	96 789	121 350 971
1992	13 985 662	1 073 681	9 349 100	11 800	134 890 020
1993	14 414 700	1 066 170	6 791 550	0	133 165 380

<sup>1</sup> Including a weighting for print-runs in colour and recto/verso.



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## 5.2. General services

### 5.2.1. Buildings

Part of the storage area of the Publications Office building on the Gasperich industrial estate, which houses the dispatch centre, was converted to offices.

A similar operation was carried out in the Mercier building, where certain areas for storing publications were also turned into offices.

The Office rented the second floor of the Mercier building, previously occupied by Luxembourg government departments, in order to accommodate *inter alia* its newly-acquired database activities for CELEX (transferred from Brussels to Luxembourg) and Eurobases, and to rationalize the use of office space by means of a series of relocations.

### 5.2.2. Renovation of the restaurant/cafeteria/self-service restaurant

The transfer of the canteen from the eighth floor to the ground floor was delayed by budget problems encountered during the year.

The catering facilities must be transferred to the ground floor in order to make better use of the available space, improve safety, replace fittings and equipment that have been in use for more than 20 years and alleviate the existing cramped conditions.

### 5.2.3. Post department

The activities of the post department showed a slight decline in the number of letters sent by the Office and recorded by the numbering system: 23 000 originals compared with 24 000 in 1992 (-4%) and 69 000 copies compared with 72 000 (-4%).

The number of letters received by the Office and recorded by the time-stamp increased, however, from 78 000 to approximately 90 000 (+15%).

### 5.2.4. Equipment inventory

The furniture and equipment allocated to CELEX staff in Brussels and Eurobases staff in Luxembourg were inventoried in order to be incorporated into the Publications Office inventory.

## 5.3. Stock management and distribution

### 5.3.1. Introduction

Lot 2, the address management application of the SAGAP computerized system for processing addresses and publications, came into operation in January 1993. It is based on the principle of one distribution file per publication (apart from the Official Journal) and enables labels from various sources to be produced on magnetic medium or on paper for automated global distribution processing and for keeping very precise statistics.

#### *Equipment*

A second fast plastic-film packaging line and an L-welder were ordered during the year to replace obsolete equipment over 12 years old.

#### *Transport*

The JIT ('just in time') system introduced in 1992 was extended to virtually all Publications Office sales offices and Commission delegations in Europe (62 addresses). This system, based on a weekly grouping of consignments to regular recipients and requiring very rigorous monitoring of orders and their execution, also considerably reduces transport costs.

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### 5.3.2. Distribution

The distribution of COM/ESC documents increased by over 20%. However, fewer copies of the Official Journal and other publications were distributed than in 1992, even though the number of titles is constantly increasing (+ 12% received, + 21% distributed), primarily because the priority publication programme caused a boom in distribution operations (+ 41%) in 1992; the volume has now dropped to more usual levels but is still greater than in 1991.

Overall, more than 56% of the items arriving at the Office were distributed within 48 hours of arrival, and almost 90% within four days.

These figures show a markedly faster throughput, as illustrated by the chart 'Distribution deadlines'.

### 5.3.3. Warehouse/stock

#### *Execution of orders*

The volume of orders was slightly less in 1993 (-5.31%) than in the previous year, but still greater than in 1991.

Over 83% of orders were executed the day they were issued, and over 95% within 48 hours. Here, too, customer service proved highly efficient (see the chart 'Orders: completion deadlines').

### 5.3.4. Micrography

Since 1992 the Office has had more detailed statistics showing the number of copies made and the breakdown between microfiche produced in-house and elsewhere.

Micrography sector activities as a whole remained stable throughout the year, with appreciable increases in items viewed (+ 40%) and orders executed (+ 13.4%).

**Table 24 — Trends in the volume of operations in the distribution section**

	1993	1992	Change (%)
<b>Number of titles received:</b>			
OJ	9 271	9 339	- 0.72
other publications	6 644	5 575	+ 19.17
COM/ESC documents	8 371	6 579	+ 27.23
<b>Total</b>	<b>24 286</b>	<b>21 493</b>	<b>+ 12.99</b>
<b>Number of titles dispatched:</b>			
OJ	9 271	9 339	- 0.72
other publications	7 200	4 478	+ 60.78
COM/ESC documents	8 371	6 579	+ 27.23
<b>Total</b>	<b>24 842</b>	<b>20 396</b>	<b>+ 21.79</b>
<b>Number of copies received:</b>			
OJ	24 185 828	24 377 249	- 0.78
other publications	28 332 716	40 439 623	- 29.93
COM/ESC documents	1 012 877	783 336	+ 29.30
<b>Total</b>	<b>53 531 421</b>	<b>65 600 208</b>	<b>- 18.39</b>
<b>Number of copies distributed:</b>			
OJ	19 341 199	21 333 793	- 9.34
other publications	22 487 222	32 997 811	- 31.85
COM/ESC documents	920 797	763 599	+ 20.58
<b>Total</b>	<b>42 749 218</b>	<b>55 095 203</b>	<b>- 22.40</b>

**Table 25 — Trends in the volume of operations in the warehouse/stock section**

	1993	1992	Change (%)
<b>Order processing</b>			
<b>Number of orders:</b>			
OJ	13 982	14 275	- 2.05
other publications	21 514	23 280	- 7.58
COM/ESC documents	274	221	+ 23.98
<b>Total</b>	<b>35 770</b>	<b>37 776</b>	<b>- 5.31</b>
<b>Number of order lines:</b>			
OJ	208 769	209 701	- 0.44
other publications	99 653	108 372	- 8.04
COM/ESC documents	455	460	- 1.08
<b>Total</b>	<b>308 877</b>	<b>318 533</b>	<b>- 3.03</b>
<b>Number of copies dispatched:</b>			
OJ	718 965	843 012	- 14.71
other publications	1 266 291	1 461 810	- 13.37
COM/ESC documents	1 747	924	+ 89.06
<b>Total</b>	<b>1 987 003</b>	<b>2 305 746</b>	<b>- 13.82</b>

**Table 25 (contd) — Trends in the volume of operations in the warehouse/stock section**

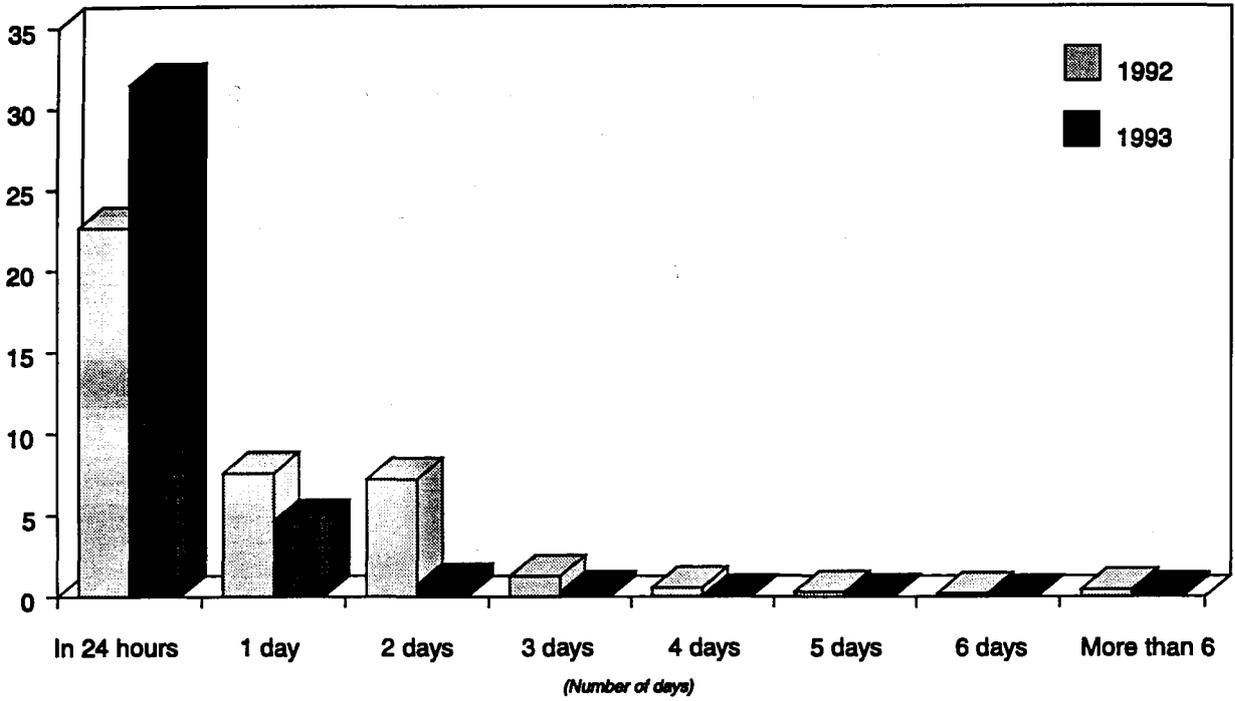
	1993	1992	Change (%)
<b>Stock</b>			
Number of titles in stock at 31 December:			
OJ	21 728	30 877	- 29.63
other publications	24 819	37 056	- 33.02
Total	46 547	67 933	- 31.48
Number of copies in stock at 31 December:			
OJ	3 052 742	2 911 910	+ 4.83
other publications	9 230 970	9 333 652	- 1.10
Total	12 283 712	12 245 562	+ 0.31

**Table 26 — Trends in the volume of operations in the micrography section**

	1993	1992	Change (%)
Number of microfiche produced internally:			
OJ (internal production)	346 436	326 672	+ 6.05
OJ (external production)	1 470 825	1 583 435	- 7.11
ESC documents	24 360	30 385	- 19.82
COM documents	498 405	513 791	- 2.99
EP reports	634 176	483 801	+ 31.08
EP debates	19 836	31 409	- 36.84
Total microfiche produced from masters	2 994 038	2 969 493	+ 0.82
Number of microfiche viewed (new items delivered)	16 863	12 003	+ 40.48
Number of pages microfilmed	1 145 670	1 020 255	+ 12.29
Number of microfiche distributed:			
OJ	1 312 006	1 392 615	- 5.78
other publications	1 047 816	1 024 032	+ 2.32
Total microfiche distributed	2 359 822	2 416 647	- 2.35
Number of microfiche dispatched to order	1 135 684	1 000 743	+ 13.48

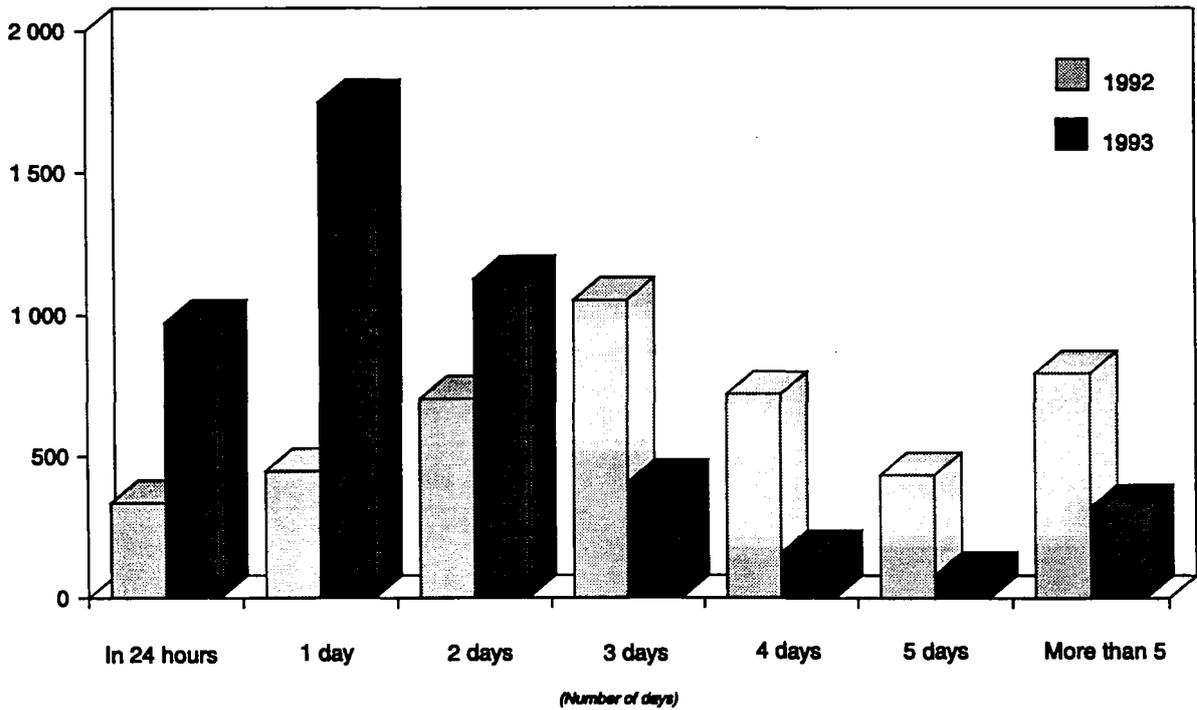
### Orders: completion deadlines

(Thousands)



### Distribution deadlines

(Number of items)



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## 5.4. Computer applications

### Introduction

In 1993 the computer department continued to develop according to its strategic objectives, particularly where its internal organization and operating procedures were concerned.

Notable progress was made during this period on a number of fronts. The most important developments in each section are described below.

### 5.4.1. User support

There was a sharp increase in this section's activities, resulting from wider coverage of all the services provided by the various IT teams.

In 1993, 2 176 requests for assistance were met (2 139 in 1992) and 350 persons attended training courses organized and/or given by the user support section, with an outlay of 376 man-days on the part of instructors/organizers.

### 5.4.2. Computer centre

The available hardware, particularly for open systems, expanded considerably, with two SUN Sparc Center 2000 machines brought in to handle the 'consolidation' application and a high-capacity storage facility supported by an EPOCH configuration.

Similarly, a new SUN 690 server replaced a machine of the previous generation. Some 20 new workstations, primarily for use in the various publication production systems, were brought into service.

1993 saw a sharp increase in the consumption of the resources provided by the two central configurations — a direct result of the increased automation of Office activities. Moreover, the central computer will soon be able to take over the more sensitive applications currently run in external computer centres, such as SEI-OP2 (the publishing system used for daily production of the S series of the Official Journal), if this proves necessary.

The associated procedures and operating rules were stabilized during the year.

### 5.4.3. Network

This new section appeared in 1993, thanks to the substantial sums invested in new infrastructures for computer and telephone communications.

The section manages the network, which already covers the various buildings occupied by the Office. The two central computers, all UNIX servers and over 300 workstations (at the Office alone) are now accessible through the new network, plus links with the outside world, particularly those with the Commission's IDNET network and certain external suppliers.

### 5.4.4. Project management

A special effort was made to create and update the consolidated-data models covering all computerized Office activities.

Substantial improvements were made, for example, to the Syspub (publications system) model, which covers aspects of the production and distribution of publications by the Office, and Sysint was introduced to deal with administration and budget management.

By field of application, the salient points of the year were as follows:

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*(a) Management applications*

The Gescom (commercial management of the Publications Office) project for reforming the central core of the commercial management systems took up much time and effort. The detailed technical studies were completed and the new applications should come into effect between June 1994 and June 1995.

The administrative applications as a whole have been stabilized, one of the best examples being the JO-COMP (OJ accounting and management) system, which became operative at the beginning of 1993.

*(b) Publishing applications*

CONS-LEG (consolidation of Community legislation) was brought into operation, although there were a number of difficulties due to the complexity of the subject for which solutions were, however, found.

The interinstitutional administrative directory, a production database constituting a 'who's who' of the institutions, was also launched in 1993 and is to be disseminated on paper and via specialized electronic databases.

The 'interest groups' database, using a rather similar technical and operational approach, is being finalized and is to handle information on the various organizations which seek to influence the decision-making bodies in Europe.

The ARCEL (electronic archiving of the OJ) application, which also serves the documentary field, has been improved. The storage facility has been further developed and access is now quicker and easier, which is particularly important now that institutional and external customers are showing greater interest in electronic copies of official publications.

*(c) Documentary management*

The Crenot (creation of bibliographical records) production database made substantial progress, enabling a wider range of publications and documents to be processed and speeding up cataloguing, despite the ever-increasing total volume. Crepub (creation of publication records) began to be used for creating notices of publications on media other than paper. Information on the commercial significance of each item was added, allowing greater selectivity in the contents of the various disseminated catalogues. Credoc (creation of document records) was modified to enable bibliographical data on documents to be extracted automatically from the electronic versions of the Official Journal now that a list is published of the documents transmitted by the Commission to the Council.

There was a considerable increase in the use of electronic catalogues, particularly by the documentary services and archives of the European Parliament.

ABEL was extended to cover all titles of documents published in the C series of the Official Journal.

All documents in the L and C series of the OJ and all language versions of COM documents are now systematically loaded into Arcdon (optical disk archiving).

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#### **5.4.5. Studies and technology**

This section is responsible for infrastructure projects. Its work in 1993 concentrated on the following three areas:

##### *(a) Network*

This project, designed to set up a high-performance network enabling the Office computer centre to back up the publishing system used to produce the S series of the OJ, was completed in 1993, having required an enormous amount of preparation and coordination, with the virtually simultaneous migration of over 300 workstations.

##### *(b) Methodology*

The year saw the completion of the new version of the *Merise vade-mecum* and also the production of the programmers' manual, which standardizes and defines the rules for producing software.

##### *(c) Development and implementation of new products*

New computer products of potential interest to the Publications Office continued to be analysed throughout the year.

#### **5.4.6. Control and security**

This section is responsible for all aspects of security, for guaranteeing the quality of all services provided by the IT teams and for ensuring that working procedures and rules are respected.

Because of the risks inherent in the new network and the interdependence of the configurations involved, the section's activities have become even more important since the network was installed.



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

### **6.1. Introduction**

### **6.2. Activities by sector**

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



## 6.1. Introduction

1993 saw a surge in the activities of the contract management section. A number of indicators are given below:

number of individual files opened:	1 895, or + 120%
number of invitations to tender for publications:	24, or + 60%,
number of contract notices published:	19, or + 280%,
number of firms invited to tender:	1 588, or + 27%,
number of bids examined:	416, or + 28%,
number of estimates/quotations:	2 619, or + 19%.

The year also saw the conclusion of the framework contracts for composition, printing and finishing of publications other than the Official Journal: 54 contracts were signed with firms in 10 Member States (B, NL, I, D, IRL, L, UK, E, F, P).

The Office also launched the procedure for renewing the contracts for producing the three series of the Official Journal.

## 6.2. Activities by sector

### 6.2.1. Official Journal and associated products

The practice of putting certain issues out to tender — with orders going, under a framework contract, to the firm submitting the lowest bid in each case — led to 154 estimates and order forms being drawn up in 1993. In addition, 175 order forms were drawn up for 'associated products'.

2 962 invoices were checked, resulting in the receipt of 31 credit notes totalling ECU 416 210.

Orders		Invoices		
		Handled	Paid	Adjusted <sup>1</sup>
Paper version	154 (- 33.04 %)	1 091 (- 12.16 %)	989 (- 11.54 %)	8 (- 93.04 %)
Other products	175 (- 1.69 %)	1 871 (+ 5.65 %)	1 593 (- 1.67 %)	23 (- 50.00 %)
Total	329 (- 19.36 %)	2 962 (- 1.69 %)	2 582 (- 5.70 %)	31 (- 80.75 %)

*NB:* The figures in brackets show the percentage change compared with 1992.

<sup>1</sup> The sharp drop in the number of invoices adjusted is a result of the automatic correction of rounding errors by the JO-COMP system. The sum of the adjustments, on the other hand, increased from ECU 135 269.52 in 1992 to ECU 416 210.00 in 1993.

Table 27 gives a detailed breakdown of invoices per product group and institution for 1993.

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

Table 29 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

**Table 27 — Involving of the Official Journal to the Institutions in 1993**

(ECU)

	EP	Council	Commission		Court of Justice	ESC	Court of Auditors	Total
			(A-3400)	(B-5304)				
<i>Paper version</i>								
C series	3 492 024.31	335 246.34	9 683 301.43	0.00	1 118 042.14	394 186.71	513 054.07	15 535 855.00
L series	1 331 612.83	3 676 402.46	14 451 775.67	0.00	1 303.40	0.00	0.00	19 461 094.36
S series	0.00	0.00	0.00	15 421 236.12	0.00	0.00	0.00	15 421 236.12
Sub-total 1 (of which carried forward)	4 823 637.14	4 011 648.80	24 135 077.10	15 421 236.12	1 119 345.54	394 186.71	513 054.07	50 418 185.48
	2 093 425.59	1 128 185.91	4 253 991.22	1 690 949.74	150 954.41	107 879.34	449 301.99	9 874 688.20
<i>Miscellaneous products</i>								
Transport/ packaging/ dispatch	213 573.61	150 340.18	1 210 841.08	549 092.90	14 384.49	16 556.42	16 975.39	2 171 764.07
Magnetic media	20 126.08	12 010.57	59 812.07	0.00	1 435.72	1 667.25	1 646.12	96 697.81
OJ S	0.00	0.00	0.00	17 112 891.16	0.00	0.00	0.00	17 112 891.16
Tables	10 489.73	188 814.89	797 218.28	0.00	52 448.57	0.00	0.00	1 048 971.47
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	100 387.84	917 998.64	1 699 013.89	0.00	0.00	0.00	0.00	2 717 400.37
Microfilming	40 349.78	23 182.13	118 290.49	0.00	2 829.68	3 267.28	3 350.14	191 269.50
Nimexe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CELEX	0.00	0.00	143 218.95	0.00	0.00	0.00	0.00	143 218.95
Eurovoc	864.75	15 565.71	65 721.97	0.00	4 323.80	0.00	0.00	86 476.23
Indexing system	286 795.16	35 363.96	149 314.51	0.00	9 823.32	0.00	0.00	481 296.95
SEI	0.00	0.00	0.00	5 735 355.98	0.00	0.00	0.00	5 735 355.98
Treaties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Directory	0.00	237 375.33	553 875.74	0.00	0.00	0.00	0.00	791 251.07
Formex	0.00	0.00	134 725.00	0.00	0.00	0.00	0.00	134 725.00
Consolidation	0.00	506 309.40	272 628.21	0.00	0.00	0.00	0.00	778 937.61
PAIs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Various IT products	608 081.72	300 573.90	1 620 467.99	0.00	36 853.55	42 501.16	43 925.77	2 652 404.09
Syspub	0.00	0.00	575 743.60	0.00	0.00	0.00	0.00	575 743.60
Arcdon	234 915.30	132 750.99	684 675.30	0.00	16 353.67	18 835.61	19 627.76	1 107 158.63
Sub-total 2 (of which carries forward)	1 515 583.97	2 520 285.70	8 085 547.08	23 397 340.04	138 452.80	82 827.72	85 525.18	35 825 562.49
	395 062.46	358 932.28	1 736 313.88	5 881 913.13	47 393.30	17 769.65	20 820.56	8 458 205.26
<b>Grand total (ECU)</b>	<b>6 339 221.11</b>	<b>6 531 934.50</b>	<b>32 220 624.18</b>	<b>38 818 576.16</b>	<b>1 257 798.34</b>	<b>477 014.43</b>	<b>598 579.25</b>	<b>86 243 747.97</b>
<b>1993 approximations</b>	<b>3 850 733.06</b>	<b>5 044 816.31</b>	<b>26 230 319.08</b>	<b>31 245 713.29</b>	<b>1 059 450.63</b>	<b>351 365.44</b>	<b>128 456.70</b>	<b>67 910 854.51</b>
<b>Carried over from 1992</b>	<b>2 488 488.05</b>	<b>1 487 118.19</b>	<b>5 990 305.10</b>	<b>7 572 862.87</b>	<b>198 347.71</b>	<b>125 648.99</b>	<b>470 122.55</b>	<b>18 332 893.46</b>

Table 28 — Monthly breakdown by Institution of OJ pages produced in 1993

*L, C and S series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	5 898	20 253	4 068	4 302	5 472	3 060	6 030	612	4 113	4 725	1 654	3 338	63 525	68 973	- 5 448	- 7.90
Council	756	2 477	3 238	3 544	3 907	3 690	5 567	3 198	631	1 246	2 472	8 209	38 935	49 002	- 10 067	- 20.54
Commission	25 766	31 879	33 464	33 744	60 308	33 597	44 753	45 978	43 103	60 241	35 430	47 949	496 212	436 092	+ 60 120	+ 13.79
Court of Justice	315	486	333	414	441	585	837	351	307	336	360	331	5 096	4 831	+ 265	+ 5.49
ESC	1 377	21	720	540	540	468	585	0	360	0	369	684	5 664	6 390	- 726	- 11.36
Court of Auditors	0	0	237	0	0	324	0	72	0	72	3 663	333	4 701	5 166	- 465	- 9.00
<b>Total</b>	<b>34 112</b>	<b>55 116</b>	<b>42 060</b>	<b>42 544</b>	<b>70 668</b>	<b>41 724</b>	<b>57 772</b>	<b>50 211</b>	<b>48 514</b>	<b>66 620</b>	<b>43 948</b>	<b>60 844</b>	<b>614 133</b>	<b>570 454</b>	<b>+ 43 679</b>	<b>+ 7.66</b>

*L series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	72	15 336	0	0	0	171	9	0	0	0	0	2 034	17 622	17 100	+ 522	+ 3.05
Council	599	2 333	3 220	3 499	2 971	3 519	5 459	3 126	613	1 156	2 373	8 038	36 906	47 181	- 10 275	- 21.78
Commission	6 137	7 291	7 436	7 761	10 061	6 894	11 032	7 449	13 143	29 120	6 303	13 724	126 351	134 322	- 7 971	- 5.93
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<b>Total</b>	<b>6 808</b>	<b>24 960</b>	<b>10 656</b>	<b>11 260</b>	<b>13 032</b>	<b>10 584</b>	<b>16 500</b>	<b>10 575</b>	<b>13 756</b>	<b>30 276</b>	<b>8 676</b>	<b>23 796</b>	<b>180 879</b>	<b>198 603</b>	<b>- 17 724</b>	<b>- 8.92</b>

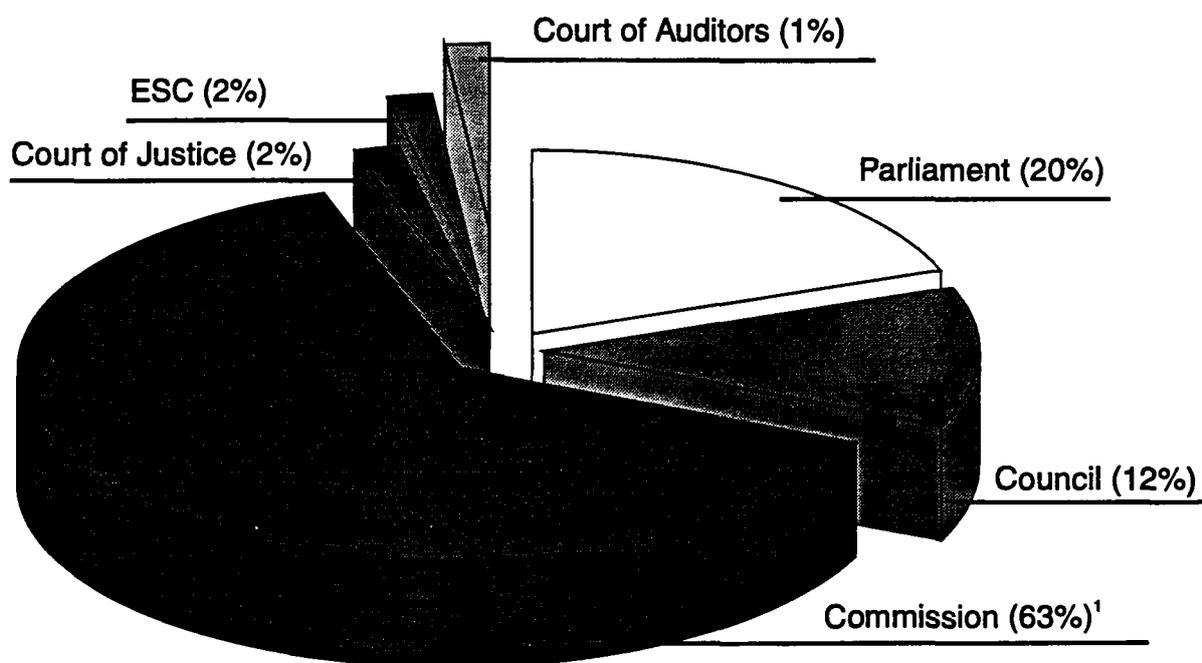
## C series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	5 826	4 917	4 068	4 302	5 472	2 889	6 021	612	4 113	4 725	1 654	1 304	45 903	51 873	- 5 970	- 11.51
Council	157	144	18	45	936	171	108	72	18	90	99	171	2 029	1 821	+ 208	+ 11.42
Commission	4 041	5 040	4 104	4 527	27 423	4 779	3 625	8 829	5 714	3 941	2 955	3 517	78 495	84 807	- 6 312	- 7.44
Court of Justice	315	486	333	414	441	585	837	351	307	336	360	331	5 096	4 831	+ 265	+ 5.49
ESC	1 377	21	720	540	540	468	585	0	360	0	369	684	5 664	6 390	- 726	- 11.36
Court of Auditors	0	0	237	0	0	324	0	72	0	72	3 663	333	4 701	5 166	- 465	- 9.00
Total	11 716	10 608	9 480	9 828	34 812	9 216	11 176	9 936	10 512	9 164	9 100	6 340	141 888	154 888	- 13 000	- 8.39

## S series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Council	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Commission	15 588	19 548	21 924	21 456	22 824	21 924	30 096	29 700	24 246	27 180	26 172	30 708	291 366	216 963	+ 74 403	+ 34.29
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Total	15 588	19 548	21 924	21 456	22 824	21 924	30 096	29 700	24 246	27 180	26 172	30 708	291 366	216 963	+ 74 403	+ 34.29

## Breakdown of OJ pages (L and C series) by institution



<sup>1</sup> Including Cedefop and European Foundation, Dublin.

Table 29 — Monthly breakdown by institution of OJ pages invoiced in 1993

*L, C and S series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figure	93/92 change	% change
Parliament	0	1 216	1 494	5 790	26 466	5 040	1 764	5 832	630	4 212	6 732	7 182	66 358	76 264	- 9 906	- 12.99
Council	1 557	2 617	1 602	9 796	6 763	4 284	2 142	4 203	2 349	5 757	1 821	1 237	44 128	49 276	- 5 148	- 10.45
Commission	13 320	31 212	10 862	89 850	12 474	35 983	47 016	41 562	11 199	85 474	42 472	56 772	478 196	463 232	+ 14 964	+ 3.23
Court of Justice	0	504	144	873	432	333	342	639	513	468	225	841	5 314	5 189	+ 125	+ 2.41
ESC	0	18	1 188	2 106	12	720	540	540	9	0	1 044	9	6 186	6 177	+ 9	+ 0.15
Court of Auditors	0	0	4 482	144	21	216	0	324	0	0	72	99	5 358	5 088	+ 270	+ 5.31
<b>Total</b>	<b>14 877</b>	<b>35 567</b>	<b>19 772</b>	<b>108 559</b>	<b>46 168</b>	<b>46 576</b>	<b>51 804</b>	<b>53 100</b>	<b>14 700</b>	<b>95 911</b>	<b>52 366</b>	<b>66 140</b>	<b>605 540</b>	<b>605 226</b>	<b>+ 314</b>	<b>+ 0.05</b>

*L series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figure	93/92 change	% change
Parliament	0	0	1 116	72	15 336	0	0	171	9	0	0	0	16 704	16 704	0	0.00
Council	1 557	2 331	1 404	9 508	6 723	4 257	2 115	3 123	2 223	5 694	1 812	1 111	41 858	47 538	- 5 680	- 11.95
Commission	2 619	5 562	7 524	26 463	5 445	10 027	6 021	8 586	7 176	9 453	8 848	21 761	119 485	144 424	- 24 939	- 17.27
Court of Justice	0	0	0	9	0	0	0	0	0	0	0	0	9	17	- 8	0.00
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<b>Total</b>	<b>4 176</b>	<b>7 893</b>	<b>10 044</b>	<b>36 052</b>	<b>27 504</b>	<b>14 284</b>	<b>8 136</b>	<b>11 880</b>	<b>9 408</b>	<b>15 147</b>	<b>10 660</b>	<b>22 872</b>	<b>178 056</b>	<b>208 683</b>	<b>- 30 627</b>	<b>- 14.68</b>

Table 29 (contd) — Monthly breakdown by institution of OJ pages invoiced in 1993

*C series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	0	1 216	378	5 718	11 130	5 040	1 764	5 661	621	4 212	6 732	7 182	49 654	59 560	- 9 906	- 16.63
Council	0	286	198	288	40	27	27	1 080	126	63	9	126	2 270	1 738	+ 532	+ 30.61
Commission	0	5 346	3 032	12 051	4 329	3 060	3 951	27 180	4 023	2 761	6 642	11 827	84 202	92 377	- 8 175	- 8.85
Court of Justice	0	504	144	864	432	333	342	639	513	468	225	841	5 305	5 172	+ 133	+ 2.57
ESC	0	18	1 188	2 106	12	720	540	540	9	0	1 044	9	6 186	6 177	+ 9	+ 0.15
Court of Auditors	0	0	4 482	144	21	216	0	324	0	0	72	99	5 358	5 088	+ 270	+ 5.31
<b>Total</b>	<b>0</b>	<b>7 370</b>	<b>9 422</b>	<b>21 171</b>	<b>15 964</b>	<b>9 396</b>	<b>6 624</b>	<b>35 424</b>	<b>5 292</b>	<b>7 504</b>	<b>14 724</b>	<b>20 084</b>	<b>152 975</b>	<b>170 112</b>	<b>- 17 137</b>	<b>- 10.07</b>

*S series*

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1993	1992 figures	93/92 change	% change
Parliament	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Council	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Commission	10 701	20 304	306	51 336	2 700	22 896	37 044	5 796	0	73 260	26 982	23 184	274 509	226 431	+ 48 078	+ 21.23
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
<b>Total</b>	<b>10 701</b>	<b>20 304</b>	<b>306</b>	<b>51 336</b>	<b>2 700</b>	<b>22 896</b>	<b>37 044</b>	<b>5 796</b>	<b>0</b>	<b>73 260</b>	<b>26 982</b>	<b>23 184</b>	<b>274 509</b>	<b>226 431</b>	<b>+ 48 078</b>	<b>+ 21.23</b>

**6.2.2. Publications other than the Official Journal**

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

Type of file	1993	1992
Periodicals	114	108
Minor items	100	123
Individual publications (including public and COM documents)	1 895	860
<b>Total number of files</b>	<b>2 109</b>	<b>1 091</b>

The large increase in the number of individual files is primarily a result of the inclusion of COM documents (730 files) in the planning system.

The administrative and financial management of these publications can be summarized as follows.

Work done	1993	1992
Invitations to tender	24	15
notices published in the Official Journal	19	5
firms invited to tender	1 588	1 254
bids examined	416	326
New contracts	87	11
ACPC reports/opinions	11	13
Estimates/quotations	2 619	2 195
Order forms	2 004	1 976
Invoices	2 246	2 242
Credit notes	46	76
Price revisions	23	19

The 2 246 invoices checked represent a total of ECU 20 341 220.97, broken down among the institutions as follows.

Institution	Amount in ecus	%
Parliament	2 357 049.01	11.59
Council	186 656.26	0.92
Commission	15 382 580.81	75.62
Court of Justice	2 040 727.97	10.03
Economic and Social Committee	30 367.59	0.15
Court of Auditors	1 421.77	0.01
Cedefop	73 560.28	0.36
European Foundation, Dublin	48 562.68	0.24
Publications Office	220 294.97	1.08
<b>Total</b>	<b>20 341 220.97</b>	<b>100.00</b>

The 46 credit notes obtained totalled ECU 85 910.58.

The total value of the invoices checked was 4.19% higher than in 1992.

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

The Table below summarizes the services and supplies chargeable to the Office budget.

Work done	1993	1992
Procurement requests	414	420
Invitation to tender	18	29
notices published in the Official Journal (S series)	8	4
firms invited to tender	348	479
bids examined	102	147
New contracts	24	97
ACPC reports	17	18
Estimates/quotations	507	827
Commitments	672	648
Order forms	788	1 003
Invoices	6 894	6 807
Credit notes	93	54
Price revisions	55	45
Recovery orders	68	102
VAT exemption certificates	542	250



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## **7. Staff of the Office and personnel questions**

**7.1. Officials**

**7.2. Temporary staff**

**7.3. Auxiliary staff**

**7.4. Freelance proof-readers**

**7.5. Training**

**7.6. Consultations with staff representatives**

**7.7. Consultations with the trade unions and professional bodies**



## 7.1. Officials

Eight new posts (4 A, 1 B, 3 C) were authorized by the budget authority under the 1993 budget. Moreover, the transfer of the CELEX and Eurobases teams (27 posts: 11 A, 4 B, 9 C and 3 D) is reflected for the first time in the 1993 establishment plan.

The Office has largely exhausted the new COMB/743 reserve list of proof-readers, but budget problems connected with the devaluation of the ecu against the Luxembourg franc slowed recruitment throughout the year. A supplementary and amending budget arrived too late (December 1993) to enable the vacant posts to be filled by candidates previously selected.

*Table 30 — 1993 establishment plan*

Categories and grades	Number of permanent posts
A 1	—
A 2	1
A 3	1
A 4	5
A 5	9
A 6	10
A 7	9
A 8	—
Total	35
B 1	25
B 2	52 <sup>1</sup>
B 3	66 <sup>1</sup>
B 4	49
B 5	16
Total	208
C 1	25
C 2	31
C 3	37
C 4	38
C 5	12
Total	143
D 1	19
D 2	28
D 3	30
D 4	—
Total	77
Grand total	463 <sup>2</sup>

<sup>1</sup> Including two technical and secretarial assistants.

<sup>2</sup> Part-time occupation of certain posts may be compensated for by engaging other staff up to the equivalent of the number of posts thus liberated in each category.

In 1993, 35 officials were recruited by or transferred to the Publications Office; the CELEX and Eurobases teams (totalling 23 persons) had been transferred *en bloc* on 1 October 1992.

Table 31 gives details of these changes and other administrative procedures (departures, promotions, etc.).

**Table 31 — Administrative procedures**

Personnel	Number
<b>Officials</b>	
<b>A — Arrivals</b>	
1. Appointment as probationer official following open competition	20
internal competition	1
2. Internal transfer to the Office	10
3. Transfer to the Office from other institutions	4
4. Placed at the disposal of the Office	3
5. Secondment to the Office	0
6. Reinstatement after	
being assigned non-active status	0
leave on personal grounds	4
military service	0
<b>B — Departures</b>	
1. Transfer to another DG	15
2. Transfer to another institution	0
3. Leave on personal grounds	
granted	8
extended from 1992 to 1993	7
4. Leave for military service	
granted	0
extended from 1992 to 1993	0
5. Placed at the disposal of another DG	
granted	1
extended from 1992 to 1993	1
6. Secondment from the Office	2
7. Assigned non-active status	0
8. Invalidity	2
9. Early retirement	0
10. Retirement	4
11. Resignation	2
12. Retirement in the interests of the service	0
13. Dismissal for incompetence	0
14. Death	0
<b>C — Miscellaneous</b>	
1. Promotion	
within a career bracket	31
to another career bracket	27
to another category	
following an internal competition	0
following an open competition	1
2. Appointment	—
3. Temporary post	
granted	—
extended from 1992 to 1993	—
4. Half-time and part-time working	
granted	6
extended from 1992 to 1993	21
5. Mobility within the Office	21

**Table 31 (contd) — Administrative procedures**

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

## **7.2. Temporary staff**

The contracts of two temporary members of staff appointed in 1991 and 1992 were renewed. The contract of another temporary member of staff appointed in 1990 expired. One new temporary member of staff was recruited to compensate for part-time working by certain established officials. Since there were no suitable reserve lists, the Publications Office had to recruit two further temporary members of staff.

### 7.3. Auxiliary staff

In view of the shortage of officials for proof-reading and because of budgetary restrictions, the Office granted auxiliary contracts to two freelance proof-readers to make up for staff shortages in certain languages.

Other auxiliary contracts were concluded to deal with peak workloads in certain departments and to provide replacements for officials on prolonged leave (e.g. maternity leave).

At the end of the year there were still six auxiliary staff, four of them grade C.

### 7.4. Freelance proof-readers

The original 1993 budget appropriation covering fees, travel expenses, mission expenses, sickness and accident insurance contributions and the costs of publishing advertisements and organizing tests amounted to ECU 1 250 000.

A transfer of ECU 50 000 was made to this heading during the year.

Total appropriations spent on increasing the proof-reading staff in the Office were therefore ECU 1 300 000. The reduced expenditure compared with 1992 is due to the recruitment of new proof-reading officials and a consequent reduction in the use of freelance proof-readers.

In order to have sufficient reserves of freelance proof-readers, the Office organized aptitude tests during the year involving a total of 447 candidates (see Table 32).

*Table 32 — Results of tests organized for freelance proof-readers*

Language of test	Number of applications	Number of candidates invited to tests	Number of participants	Passed
— ES, DA, DE, FR, NL, PT	80	79	62	5
— DA, GR, FR, IT, PT	82	80	57	12
— DA, EN, NL, PT	47	44	32	2
— ES, DE, EN, GR, FR, PT	106	103	78	9
— ES, DA, DE, EN, FR, NL, PT	132	130	72	9
Total	447	436	301	37

The success rate, already low in 1992, fell to 12.29%.

In view of the problems experienced in selecting and above all retaining qualified freelance proof-readers, the Office subcontracted proof-reading work for a total of ECU 92 203 (this amount is included in the expenditure total given above).

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## 7.5. Training

The budget appropriations for further training were ECU 76 800. As in the past, the Office spent approximately a third of this sum on training in graphic arts (e.g. courses for production staff, preparation of mini-guides on DTP), over a third on computer training and the balance on various technical courses (e.g. training on new equipment).

A total of 75 members of staff took part in training activities funded from the Office budget. 148 officials attended language courses organized by the Commission:

Language studied	ES	DA	DE	GR	EN	FR	IT	NL	PT
Participants	23	1	37	2	48	11	17	2	5

In addition, one official attended a course in Finnish and one a course in Swedish.

340 officials attended other courses organized by the Commission. In total, 563 authorizations were given for participation in training courses (1992: 397).

This substantial increase is largely attributable to training courses connected with the introduction of a new interface to be used by all computer workstations in the Office.

## 7.6. Consultations with staff representatives

One contact meeting was held with the staff representatives during the year, chaired by the Commission's Directorate-General for Personnel and Administration, and was followed by frequent bilateral contacts.

The value of these contacts was again confirmed, since they provided an opportunity to discuss subjects of concern to the staff.

Subjects discussed included safety in the vicinity of the building, accommodation policy, problems with the canteen, staff and training policy and the use of temporary and auxiliary staff.

## 7.7. Consultations with the trade unions and professional bodies

### 7.7.1. Policy-level consultations

A policy-level consultation meeting to which Mr Williamson, Secretary-General of the Commission and current Chairman of the Management Committee, had invited a delegation from the trade unions and professional bodies had to be postponed at the last minute and could not be held before the end of the year.

### 7.7.2. Technical-level consultations

The Publications Office management met a delegation from the trade unions and professional bodies on 30 March 1993.

Discussions centred on vocational training, the establishment plan of the Office and the reorganization of units following the transfer of CELEX/Eurobases.

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*(a) Vocational training*

The Office reaffirmed its commitment to continuous training and confirmed its policy of providing suitable training when new technologies were introduced.

The Office is currently drawing up a training plan for the entire staff.

*(b) Establishment plan*

The trade unions and professional bodies expressed their concern about the distribution of grades within the establishment plan of the Office, which showed a higher proportion of lower grades than that of the Commission and meant fewer opportunities for promotion for the entire staff of the Commission and the Office.

The trade unions and professional bodies also questioned the Office on the prospects for appointing those who had passed the D to C competition and any successful candidates in the 'job evaluation' competition.

The Office explained that it had asked for the balance of its establishment plan to be adjusted and for five D-grade posts to be converted to C-grade posts. Since the budget authority had not met these requests in 1992, the Office had decided to place the emphasis on the conversion of the five D-grade posts to C-grade, abandoning any requests for new posts in view of the budget constraints announced for 1994.

*(c) Reorganization of the Office*

The Office announced the reorganization project it had drawn up in order to incorporate CELEX/Eurobases into its structures.

The transfer of CELEX to Luxembourg was to take place with due regard for the personal constraints on members of the team. The Office confirmed that it did not wish to compel those not wanting to move to Luxembourg to change their place of employment.

A second technical-level consultation with the trade unions and professional bodies took place on 16 November 1993, chaired by the Commission's Directorate-General for Personnel and Administration.

This meeting centred on matters of constant concern to the trade unions and professional bodies. Here, too, the relocation of units in the Publications Office building was discussed and it was decided to set up a monitoring committee representing the staff which, in close collaboration with the Office management, has found adequate solutions to the points raised by those affected by the relocation.

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



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The translation work done for the Publications Office by the Translation Service's thematic group G in Luxembourg in 1993 amounted to 8 278 pages — an increase of 63% over the 1992 figure.

The action taken to rationalize the production of lengthy and repetitive documents continued, with the result that more deadlines were met and the quality of publications improved.

One innovative aspect of the collaboration between the two departments is the use, in certain contexts, of text exchange formats based on the standard generalized markup language (SGML) which are independent of the word-processing programs used by authors, the Translation Service and the Office.

These measures overcame the difficulties caused by the general introduction of networked PCs in the Translation Service and the developments in computerization at the Publications Office.



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# Annex

## CELEX

(interinstitutional computerized  
documentation system for  
Community Law)

### 1993 Annual Management Report

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## **General overview**

This report describes the management of CELEX in 1993, i.e. the first year in which CELEX came entirely under the responsibility of the Publications Office.

The Publications Office endeavoured to carry out the priority activities defined by the European Council, i.e. inputting missing texts and making consultation user-friendly. Accordingly considerable progress was made on all the various aspects of the coverage of the database (see Sections 2.1. Systematic analysis ('Scopie'), 2.2. Input of missing texts, 3.2. Loading of full texts and 3.3. Other input work) and a menu-driven multilingual interface was designed (see Section 4.2). In addition, the new management structures worked very well in their first year of operation (see Section 1.2).

Furthermore, as regards the external dissemination of CELEX, the number of contracts and active users continued to increase in 1993 (see Section 5.2).



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# 1. Establishment of the new infrastructure

## 1.1. Practical aspects

The transfer of CELEX to the Publications Office suffered from the repercussions of the budgetary cutbacks, particularly at the organizational level, since most of the existing staff preferred to stay in Brussels, which meant that new officials had to be recruited. This was not possible in 1993, but a partial solution was found at the beginning of 1994.

At the organizational level it was decided to make a split between production and organization functions, all the production tasks coming under the responsibility of the DBM (database manager) with training, documentation and the methodology of documentary analysis being regarded as organizational tasks.

A member of staff (informatics correspondent) was assigned to monitor the implementation of the new developments in the computer set-up.

Studies showed that the computer set-up was in a more critical state than had been thought, particularly as a result of the increased workload in connection with the inputting of missing texts. It was decided to give priority to ensuring stability in the existing production chain.

## 1.2. CELEX management structures

The CELEX management structures established in 1992 provide for the involvement of the following bodies:

- (i) the Management Committee of the Official Publications Office of the European Communities (setting objectives and monitoring the operation of the system);
- (ii) the CELEX Interinstitutional Group (proposals and opinions);
- (iii) the Council Working Party on Legal Data Processing (taking part, in the form of a 'troika', in the Interinstitutional Working Party on CELEX; also drawing up opinions for the attention of Coreper on the objectives and management of CELEX);
- (iv) the Publications Office management (daytoday management).

The CELEX documentation system was on the agenda for the meetings of the Management Committee (MC) on 9 July 1993 (members) and 2 February, 23 March and 12 October 1993 (alternates). The Celex Interinstitutional Group (GIC) met on 27 January, 18 February, 27 April, 29 June and 28 October 1993.

The discussions in the MC and GIC mainly concentrated on:

the work programme;

the budget procedure (estimates of revenue and expenditure, allocation of resources, monitoring of implementation);

monitoring of day-to-day activities;

modernizing the system;

medium-term reorganization of the entire CELEX production system in the new environment at the Publications Office;

monitoring the systematic analysis ('scopie') of the databases and the input of missing documents;

coverage and content of the databases;

methodological aspects (document analysis);

consequences of the entry into force of the Maastricht Treaty;

- 
- integration of CELEX into the range of products offered by the Publications Office and dissemination policy;
  - management report for the previous year.

Representatives of the Publications Office took part in the work of the Council Working Party on Legal Data Processing (GIJC) at its meetings on 18 and 19 May and 14 and 15 December 1993. At these meetings, they replied to the questions of the national delegations concerning the development of the CELEX system, particularly in connection with the drafting of the report for Coreper on the implementation of the Council Resolution of 13 November 1991 on the reorganization of CELEX operating structures. The GIJC report was submitted to Coreper on 2 July 1993. The GIJC meetings also provided the Publications Office with an opportunity to keep track of the developments in legal data processing in the Member States and hear the reactions of CELEX users from different backgrounds.

The Publications Office management ensured that the work programme was properly implemented by taking all the necessary measures in connection with day-to-day management. At the end of the year, the Commission approved the establishment of a new Databases and Derivative Electronic Products Unit (OP7), responsible in particular for the production of CELEX.

## 2. Contents of CELEX

### 2.1. Systematic analysis ('Scopie')

#### 2.1.1. *Scopie 1*

One of the first tasks of the team responsible for the systematic analysis of the content of CELEX was to draw up, for each of the languages, a table showing the number of documentary units contained by sector and by year and the number of full-text documents. This analysis showed that in the first quarter of 1993, taking all the language versions together, a total of nearly 86 500 documents, or an estimated 520 000 pages, were missing.

The contents of the database were then analysed in greater detail in order to establish priorities for making up this backlog. This analysis showed that on 21 April 1993, in the legislation section of CELEX (Sectors 1, 2, 3 and 4), 15 974 documentary units per language were listed as acts in force on 1 January 1993 (apart from acts concerning food aid, for which the full text had not been loaded). Taking all nine languages together, some 50 345 documents had no full text field.

In the course of the second and third quarters, the team essentially concentrated on systematically searching for the missing Sector 2, 3 and 4 texts (i.e. by language, sector and year). This document-by-document search made it possible:

to identify inconsistencies between CELEX and the Directory of Community legislation in force (7 733 documents);

to start work on retrieving these texts:

either by extracting them from Arcdon (the Publication Office's DOD archives) and assembling batches for reinput in Formex V2 format under Invitation to Tender No 1 251 (9 851 documents representing some 645 000 pages, taking all language versions together, see 2.2 below), or

by extracting them from the Publications Office's electronic archives (ARCEL) for input into the CELEX databases (8 211 documents);

to identify documents which do not exist in Spanish, Portuguese, Greek, Danish and English (approximately 2 400 documents).

By the end of the year this work had resulted in:

input of the first batches of retrieved texts;

correction and updating of analytical data — particularly the fields showing the date on which the documents cease to be valid;

input of explanations for the absence of a text sought in the database of a given language.

As regards case-law (Sector 6), the coverage is satisfactory — particularly in the Danish, German, English, French, Italian and Dutch databases. The gaps, which are found mainly in the Spanish, Greek and Portuguese bases, are due to delays in publication. The Court of Justice, which supplies the documents for publication, has embarked on a study, in collaboration with the Publications Office, of ways of speeding up the publication of case-law.

#### 2.1.2. *Scopie 2*

At the end of the year, the Publications Office started examining the strategy to adopt for the second phase of the systematic analysis (quality and contents).

In 1994, a team of lawyers and documentalists will, with a high-level lawyer as their project leader, carry out all the work necessary for filling in the gaps in the databases, correcting inconsistencies between analytical fields, and updating and detecting alterations to texts resulting from poor input or accidental deletions.

## 2.2. Input of missing texts

During the year under review, a concentrated effort was made to press forward with all the aspects of the first phase of making up the backlog (input) of missing texts and documents.

The operation was not restricted to the input of texts with a logical structure, and the tasks of preparing physical documents, validating structures at electronic level and managing the production chain had to be rigorously coordinated.

**Table 1 — Pages of CELEX backlog made up in 1993**

Language version	Number of pages entered
ES	3 241
DA	2 631
DE	—
GR	10 567
EN	162
FR	—
IT	3 416
NL	1 201
PT	20 948
Total	42 166

The number of pages missing turned out to be fewer than expected, since a series of documents had never been translated for the special editions of secondary legislation. In addition, it was possible to retrieve a large number of documents from the Publications Office's electronic archives.

### 3. Input and other routine operations

The transfer of the CELEX team from Brussels to Luxembourg led to certain staff movements which needed to be offset by new recruitment. In spite of these difficulties, the CELEX team showed an exemplary sense of commitment and managed to cope with the situation.

#### 3.1. Loading of documentary units

*Table II — Number of documentary units ('analytical sections') loaded in 1992 and 1993*

Institution	Sector	1992	1993
Commission	1	2 355	1
	3		2 389
	4		42
	5	882	1 077
	7	126	131
Council	2	91	135
ESC	5	219	250
Court of Justice	6	449	553
Parliament	5	6 806	594
	9		4 637
Follow-up documents	—	—	424
Total	—	10 928	10 233

The number of documents loaded in 1993 was 6.4% down on 1992, although the reduction in the number of Parliament documents was offset by a substantial increase in the number of documents from the other institutions.

Since May 1993, input for Sectors 3 and 4 (documents published in the L series of the Official Journal) has become more rapid, documents now being loaded within one week.

### 3.2. Loading of full texts

The loading of texts from programmed composition tapes retrieved from the Publications Office's electronic archives was the main activity in this area in 1993, not only because of the number of new texts loaded but because many existing texts were replaced by improved versions.

Table III — Loading and updating of texts in 1993

Language version	New texts loaded in 1993		Total texts present on 31.12.1993	Text fields loaded or updated in 1993	Texts loaded or updated as a percentage of total
	Case-law	Legislation			
ES	1 440	4 136	21 833	12 316	56
DA	491	4 427	36 513	16 777	46
DE	398	2 632	39 967	17 081	43
GR <sup>1</sup>	898	14 107	28 704	23 541	82
EN	587	2 442	39 494	17 315	44
FR	588	2 492	40 717	17 273	42
IT	365	2 508	35 456	17 023	48
NL	420	2 414	38 969	17 050	44
PT	1 586	6 679	15 286	12 157	80
<b>Total</b>	<b>48 610</b>		<b>296 939</b>	<b>150 533</b>	<b>51</b>

<sup>1</sup> In all 4 759 standard notices explaining the reasons for the absence of the text concerned were loaded into the Greek version of CELEX for documents which were not included in the Greek Special Edition. Of these documents 1 335 were in force on 1 January 1993. A similar operation is planned for the Danish, English, Spanish and Portuguese versions.

Routine loading became substantially quicker than in previous years. Except where there is a technical problem, texts in Sectors 3 and 4 are available within an average of 2 weeks from their appearance in the Official Journal.

Table IV — Coverage on 31 December 1993 — Legislation (Sectors 1-4)

Language version	Number of obligatory coverage documents	of which in force on 1.1.1994	of which number of texts present	Full text coverage rate (%)	Coverage rate on 21.4.1993 (%)
ES	28 360	17 892	11 346	63	56
DA	38 074	17 892	13 991	78	68
DE	38 074	17 892	15 833	88	86
GR	35 125	17 892	10 732	60	31
EN	38 074	17 892	15 579	87	86
FR	38 074	17 892	15 883	89	86
IT	38 074	17 892	13 843	77	73
NL	38 074	17 892	15 380	86	84
PT	28 360	17 892	7 086	40	18
<b>Total</b>	<b>320 289</b>	<b>161 028</b>	<b>119 673</b>	<b>74</b>	<b>65</b>

**Table V — Coverage on 31.12.1993: Case-law (Sector 6); Judgments and other documents (excluding opinions of the Advocates-General)**

Language version	Number of documentary units present	Target full-text coverage <sup>1</sup>	Number of texts loaded	Coverage rate on 19.1.1994 (%)	Coverage rate on 30.4.1993 (%)
ES	4 400	2 035	797	39	0
DA	4 400	3 845	2 896	75	71
DE	4 400	4 400	3 958	89	89
GR	4 400	2 988	1 307	44	35
EN	4 400	4 400	3 924	89	86
FR	4 400	4 400	4 395	100 (99.9)	95
IT	4 400	4 400	3 991	91	86
NL	4 400	4 400	3 898	89	87
PT	4 400	2 035	837	41	0
<b>Total</b>		<b>32 903</b>	<b>26 003</b>	<b>79</b>	<b>61</b>

<sup>1</sup> For DE, EN, FR, IT and NL, publications since the outset; for DA, publications since 1.1.1973; for GR, publications since 1.1.1981; for ES and PT, publications since 1.1.1986.

**Table VI — Coverage on 31.12.1993: Case-law (Sector 6); (Opinions of the Advocates-General)**

Language version	Number of documentary units present	Target full-text coverage <sup>1</sup>	Number of texts loaded	Coverage rate on 19.1.1994 (%)	Coverage rate on 30.4.1993 (%)
ES	2 981	1 325	640	48	0
DA	2 981	1 325	972	73	70
DE	2 981	1 325	989	75	76
GR	2 981	1 325	589	44	27
EN	2 981	1 325	983	74	70
FR	2 981	1 325	1 273	96	90
IT	2 981	1 325	1 061	80	79
NL	2 981	1 325	963	73	72
PT	2 981	1 325	683	52	0
<b>Total</b>		<b>11 925</b>	<b>8 153</b>	<b>68</b>	<b>54</b>

<sup>1</sup> Conclusions published since 1.1.1987.

### 3.3. Other input work

Over 55 000 modifications were made to the CELEX archive. This represents not only the team's day-to-day work (introduction of Sector 7 measures, updating expiry dates, indication of amendments to acts, correction of errors) but also exceptional work such as inserting publication references for the Danish, English, Spanish and Portuguese Special Editions.

It is planned to introduce amending documents into CELEX. To this end, the publication references for all the amending documents since 1952 have been entered for all the languages on the basis of the Official Journal Methodological Tables.

A new team of analysts started work on production in Luxembourg on 1 July 1993. The team was expanded on 1 December 1993 in order to further improve the consistency and reliability of the analytical data.

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An additional effort was made to make up for the delay in analysing the national implementation measures (Sector 7). A delay of over a year had built up by the time this task was transferred to CELEX in 1991. By the end of 1993, this had been reduced to eight months.

The methodological framework for the incorporation of the Treaty on European Union and the Agreement on the European Economic Area was defined.

### **3.4. Publishing the Directory of Community legislation in force**

The 20th and 21st editions of the Directory appeared in February and September respectively.

The structure of the Directory obviously calls for certain modifications, but in 1993 it was thought preferable to leave it as it stood in order to stabilize the situation pending the incorporation of the Treaty on European Union, the Agreement on the European Economic Area and the results of the work aimed at improving the consistency and reliability of the analytical data.

## **4. Development and modernization**

### **4.1. Modernization of the input system**

In order to guarantee the normal operation of CELEX, activities in this field initially had to concentrate on stabilizing and improving the current input system.

No sooner had the Publications Office introduced new software for inputting analytical sections and accelerated the transfer of full texts to CELEX than bottlenecks appeared at several levels. Furthermore, some of the existing programs proved unsatisfactory for processing whole documents, particularly tables and annexes.

In spite of the work it has done, the Computer Centre can guarantee only one updating cycle per week as things currently stand, although a second cycle is possible under certain circumstances. Unfortunately, this limitation is inherent in the overall design of the old input system, which is further hampered by inefficient manual procedures.

The Publications Office and the Computer Centre have embarked on an audit of the present system, and are currently making the changes and simplifications needed to guarantee two weekly updates.

At the same time, a start has been made on analytical and design work to produce a modern input system as defined in the Publication Office's work programme. Implementation of the planned solutions has had to be delayed, as the contract for the Office's new editorial system (on which the new input mechanism will be based) was not signed until December. The Office also intends to incorporate into its local production system a documentary software package, which the Commission's Informatics Directorate will select on the basis of a major invitation to tender, the results of which have only been available since the end of the year.

### **4.2. CELEX dialogue project**

As the contents and structure of CELEX are so complex, and its interrogation software so user-unfriendly, it is extremely difficult for the novice to use this base. This is why the Publications Office, on the basis of studies carried out in the past, has embarked on a project to create a user-friendly interface.

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This project is in three parts, the first of which, relating to a menu-based central interface (Mistral 'forms'), was started in May 1993.

This interface is scheduled for completion in summer 1994, and will enable the user to converse with CELEX in a 'traditional' way, i.e. in the way conventionally used to search for legal documents:

access via a 'sub-corpus' of documents (legislation, case-law, etc.);

default filtering (e.g. legislation in force);

facility for pre-selecting important search criteria;

'masks' for the input of formatted data etc.;

the routine highlighting of search parameters during display.

Occasional users who can access Mistral will be able to obtain good results providing they have a general knowledge of Community law and of the publications contained in CELEX. They should also be able to interrogate the base without special training or the user manual.

#### **4.3. CELEX study — version 2**

In addition to the work already done or started on with a view to improving CELEX in the short term, the Publications Office has launched a project to reorganize CELEX in the medium term. The first phase of this project comprises a study to come up with a new design for the full range of CELEX products and services. This was contracted out in December 1993 and will be carried out in three parts:

- (i) a 'desk study' (diagnosis and provisional re-design);
- (ii) a user survey;
- (iii) a new design for products and services.

The final report is scheduled for the end of 1994.

## **5. Dissemination**

CELEX is disseminated in two main ways:

- (i) on-line access to 'reference' versions held by the Commission's Computer Centre;
  - by users in the institutions (see 5.1 below);
  - by external users (see 5.2 below), Eurobases customers, customers of gateways, customers of commercial agents.
- (ii) dissemination to distributors, who use the contents to make new product (see 5.3 below)
  - servers (who load and disseminate sectors of CELEX or the entire base);
  - database producers (who input CELEX data into their own bases);
  - publishers of CD-ROMs.

#### **5.1. Internal use (institutions)**

In 1993, 2 093 internal users interrogated the CELEX bases over a period of 23 281 hours (including use for management purposes). This corresponds to some 60% of the total number of users, and around two-thirds of the total use of CELEX (see Table 5a).

Table VIII shows use by institution.

Table VII — Dissemination of CELEX in 1993: on-line access by institutions and external users

CELEX version	Total		Institutions		External	
	Number of users	Connection time (hours)	Number of users	Connection time (hours)	Number of users	Connection time (hours)
FR	2 519	18 274 (50.1 %)	1 747	14 160	772	4 114
EN	1 971	6 061 (16.6 %)	1 002	2 827	969	3 234
DE	1 378	3 669 (10.1 %)	697	1 707	681	1 962
IT	826	3 315 ( 9.1 %)	504	1 097	322	2 218
NL	621	1 880 ( 5.2 %)	400	873	221	1 007
DA	699	1 538 ( 4.2 %)	397	943	302	595
ES <sup>1</sup>	473	880 ( 2.4 %)	468	873	5	7
GR	155	477 ( 1.3 %)	137	426	18	51
PT <sup>1</sup>	213	383 ( 1.0 %)	209	375	4	8
All versions together	3 565 (100 %)	36 477 (100 %)	2 093 (58.7 %)	23 281 (63.8 %)	1 472 (41.3 %)	13 196 (36.2 %)

<sup>1</sup> Trial database.

Table VIII — Dissemination of CELEX in 1993: internal use

CELEX version		CEC + OOPEC	CJEC	EP	Council	ESC	Court of Auditors	EIB
FR	U	1 334	155	131	47	45	33	2
	H	10 716	1 788	856	459	157	175	8
EN	U	765	86	83	29	24	14	1
	H	2 352	146	171	128	16	13	1
DE	U	480	86	73	20	21	15	2
	H	1 272	204	159	30	28	12	2
IT	U	370	60	47	14	10	2	1
	H	856	111	105	16	8	0.2	0.2
DA	U	296	42	34	11	7	5	2
	H	760	78	78	15	7	2	2
ES <sup>1</sup>	U	312	54	49	33	15	5	—
	H	662	95	49	34	31	1	—
NL	U	294	55	30	15	2	3	1
	H	655	149	57	10	1	—	1
GR	U	90	23	5	15	4	—	—
	H	384	18	3	19	1	—	—
PT <sup>1</sup>	U	154	23	19	4	8	1	—
	H	336	22	10	1	5	—	0.5
All versions together	U	1 588	166	194	55	50	36	4
	H	17 995	2 612	1 491	712	254	205	13

NB: U = users;  
H = connection time in hours.

<sup>1</sup> Trial database.

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## 5.2. Access by final users (external)

On-line external dissemination is provided by the Eurobases server (OP-4) using the computing infrastructure supplied by the Commissions Computer Centre. Two types of use can be distinguished:

- (i) direct use: final users (standard or privileged) that have signed a EUROBASES access contract;
- (ii) indirect use: final users that have signed a contract with a gateway server or commercial agent and that access the CELEX bases at the Computer Centre via this server or agent.

The following four tables show that whilst the number of Eurobases contracts continued to increase (+14%), total connection time levelled off. The fall in statistics does not reflect an actual fall in user consumption, but is the result of changes made to the program for calculating connection time at the end of 1992, when a new version of the GCOS8 operating system was installed.

These calculation problems notwithstanding, the trend that became apparent in 1992 consolidated in 1993, with indirect use increasing in relation to direct use.

For direct dissemination, there was a slight fall in use by privileged users in relation to standard users.

The share of language versions remained stable. The preponderance of French is largely the result of heavy use by customers of the Belgian Bistel gateway. The stagnation in the use of the English version is no doubt explained by the wide range of rival products available in Great Britain (CD-ROM Justis, several other databases such as Spearhead, Spicer's Centre for Europe, etc.).

**Table IX — CELEX external on-line dissemination 1993:  
number of contracts by country and connection time**

Country	Eurobases contracts				Connexion time <sup>1</sup> (direct <sup>2</sup> and indirect <sup>3</sup> use)	
	1993		Difference 1992-93		Hours	%
	Number	%	Number	%		
B	481	19.0	70	17	2 281	20.8
DK	98	3.9	—	—	614	5.6
D	369	14.5	53	17	1 062	9.6
GR	79	3.1	17	27	266	2.4
E	134	5.2	25	23	1 274	11.6
F	238	9.3	32	16	644	5.8
IRL	46	1.8	2	5	152	1.3
I	187	7.3	28	17	2 155	19.6
L	32	1.2	4	14	70	0.6
NL	138	5.4	20	17	522	4.7
P	49	1.9	5	11	331	3.0
UK	328	12.9	27	9	544	4.9
A	44	1.7	6	15	137	1.2
CH	55	2.1	4	8	366	3.3
SF	48	1.9	5	12	112	1.0
N	34	1.3	5	17	37	0.3
S	24	0.9	1	19	240	2.1
Other	155	6.1	12	8	144	1.3
<b>Total</b>	<b>2 539</b>	<b>100.0</b>	<b>+ 316</b>	<b>+ 14</b>	<b>10 951</b>	<b>100.0</b>

<sup>1</sup> Does not include use for training, presentation and test purposes.

<sup>2</sup> Eurobases customers.

<sup>3</sup> Customers of gateways and commercial agents connected to the Commission's Computer Centre.

**Table X — CELEX external on-line dissemination 1993:<sup>1</sup>  
Direct/indirect use**

Utilization	1993		Difference 1992-93	
	Hours	%	Hours	%
Direct <sup>2</sup>	7 797	71.2	- 2 091	- 21.0
Indirect <sup>3</sup>	3 154	28.8	- 395	- 11.0
<b>Total</b>	<b>10 951</b>	<b>100.0</b>	<b>- 2 486</b>	<b>- 18.5</b>

<sup>1</sup> Does not include use for training, presentation and test purposes.

<sup>2</sup> Eurobases customers.

<sup>3</sup> Customers of gateways and commercial agents connected to the Commission's Computer Centre.

**Number of active users:**

— 1992: 1 357,

— 1993: 1 472 (+ 7.8 %).

**Table XI — CELEX external on-line dissemination 1993: types of Eurobases contracts<sup>1</sup>**

Type of contract	Eurobases contracts				Connection time <sup>2</sup>			
	1993		Difference 1992-93		1993		Difference 1992-93	
	Number	%	Number	%	Hours	%	Hours	%
Standard <sup>3</sup>	1 885	74.2	+ 254	+ 16	3 085	40.0	- 508	- 14
Semi-privileged <sup>4</sup>	100	3.9	+ 12	+ 13	27	0.3	- 20	- 43
Privileged	554	21.8	+ 94	+ 20	4 685	60.0	- 1 563	- 25
<b>Total</b>	<b>2 539</b>	<b>100.0</b>	<b>+ 360</b>	<b>+ 17</b>	<b>7 797</b>	<b>100.0</b>	<b>- 2 091</b>	<b>- 21</b>

<sup>1</sup> Direct users.

<sup>2</sup> Does not include use for training, presentation and test purposes.

<sup>3</sup> Normal + press.

<sup>4</sup> Universities (50%).

**Table XII — CELEX external on-line dissemination 1993: connection time by language version<sup>1</sup>**

Language version	1993		% in 1992
	Hours	%	
1. CELEX-FR	3 288	30	30
2. CELEX-EN	2 509	23	24
3. CELEX-IT	1 983	18	18
4. CELEX-DE	1 600	15	15
5. CELEX-NL	920	8	8
6. CELEX-DA	586	5	4
7. CELEX-GR	50	0.4	1
8. CELEX-ES <sup>2</sup>	7	0	0
9. CELEX-PT <sup>2</sup>	8	0.1	0
<b>Total</b>	<b>10 951</b>	<b>100</b>	<b>100</b>

<sup>1</sup> Does not include use for training, presentation and test purposes.

<sup>2</sup> Trial database.

### 5.3. Dissemination to commercial distributors

Owing to the pending reorganization of its dissemination network, the Publications Office suspended all new licences in 1993 with the exception of two CD-ROM contracts.

**Table XIII — CELEX licences**

Type of licence	1991	1992	1993
Server	6	8	8
Database producer	8	8	8
CD-ROM	5	5	7
Gateway	4	6	6
Commercial agent	13	19	19
<b>Total</b>	<b>36</b>	<b>46</b>	<b>48</b>

### 5.4. Training courses

In 1993, the CELEX team gave 10 training courses for Commission users. For external users, Eurobases organized 37 courses. These were given by contract trainers, 13 of the courses being held in Brussels (136 participants) and 24 elsewhere (159 participants).

## 6. Resources

### 6.1. 1993 financial year

The Publications Office spent ECU 2 720 174 on CELEX in 1993, broken down as follows:

— statutory staff costs (title 1)	ECU 898 117
— infrastructure costs (title 2)	ECU 216 900
— item 3431 routine operations	ECU 350 000
— item 3431 modernization and clearing backlog (= 2nd tranche of supplementary budget of ECU 4.6 million)	ECU 1 255 157

A breakdown of the above amounts is given in Tables XV and XVI.

In 1993, the Publication Office's CELEX team comprised 16 posts: seven As, one B, seven Cs and one D.

The human resources allocated to dissemination/training within the Euro-bases team are estimated at 3.5 man-years.

The work done by the Translation Service amounted to some two man-years (language checking, etc.).

The resources allocated by the Commission's Computer Centre to CELEX are estimated at ECU 1 115 000. This represents the marginal cost of CELEX in the budget of the Commission's Informatics Directorate, as neither network costs nor statutory staff costs are included.

The human resources allocated by the other institutions to CELEX input in 1993 were as follows:

— European Parliament	1.5 man-years
— Court of Justice	3 man-years
— Council	1 man-year
— Economic and Social Committee	0.5 man-years

CELEX revenue is summarized in the following table.

Table XIV — CELEX revenue

	Amounts invoiced 1.1.1993 to 31.12.1993	Revenue collected 1.1.1993 to 31.12.1993	3431 re-use of 1993 revenue
Royalties	292 441	109 955	108 216
Consultation	315 871	342 068	105 704
User manuals/training	62 845	69 091	—
<b>Total</b>	<b>671 157</b>	<b>521 114</b>	<b>213 920<sup>1</sup></b>

<sup>1</sup> Owing to delays in recovering revenue for re-use, the actual amount available in 1993 for item 3431 was ECU 178 423.

It should be noted that the amounts invoiced as royalties in 1993 also include arrears from 1992.

### 6.2. 1994 financial year

The 1994 draft CELEX budget gives the following estimates:

— staff costs (title 1)	ECU 1 137 613
— infrastructure costs (title 2)	ECU 226 345
— item 3431 routine operations	ECU 395 300
— item 3431 modernization and clearing backlog (= 2nd tranche of supplementary budget of ECU 4.6 million)	ECU 742 500
— item 3431 new post-Maastricht activities	ECU 300 000
<b>Total</b>	<b>ECU 2 801 758</b>

This represents a 3% increase over 1993.

Since the final adoption of the general budget of the European Communities provides for a reserve of ECU 10 million for the overall budget of the Publications Office, it will only be possible to guarantee routine operations unless this reserve is raised.

**Table XV — CELEX (statutory) staff and infrastructure costs**

(ECU)

Item	Heading	Appropriations 1993	Estimate 1994
1100	Basic salaries	653 430	842 616
1101	Family allowances	72 295	93 825
1102	Expatriation/foreign residence allowances	84 377	109 877
1103	Secretarial allowance	9 278	7 474
1120	Vocational training	7 500	8 000
1130	Sickness insurance	22 217	28 649
1131	Accident insurance	4 466	5 758
1140	Birth and death grants	—	—
1141	Annual travel expenses	12 064	11 481
1174	Freelance proof-readers	—	—
1181	Travel expenses	—	—
1182	Installation/resettlement allowances	—	4 000
1183	Removal expenses	—	2 500
1184	Temporary daily subsistence allowances	—	6 000
1190	Weightings	—	3 500
1191	Provisional appropriation	990	13 933
1300	Mission expenses	31 500	31 500
	<b>Total title 1 CELEX</b>	<b>898 117</b>	<b>1 137 613</b>
2000	Rent	88 900	93 100
2010	Insurance	400	420
2020	Water, gas, etc.	9 800	10 250
2030	Cleaning and maintenance	17 800	17 800
2040	Fitting-out of premises	7 100	7 100
2050	Security and surveillance of buildings	15 500	15 500
2090	Other expenditure on buildings	500	525
2100	Computer centre operations	30 000	31 400
2140	Analysis/programming handled outside	—	—
2250	Library stocks, purchase of books	6 200	6 200
2252	Subscriptions to newspapers/periodicals	—	800
2255	Subscription to viewdata services	—	1 400
2300	Stationery and office supplies	6 200	6 200
2400	Postage and delivery charges	2 000	2 100
2410	Telephone, etc.	22 500	23 550
2500	Meetings in general	10 000	10 000
	<b>Total title 2 CELEX</b>	<b>216 900</b>	<b>226 345</b>
3431	<b>CELEX</b>	<b>1 605 157</b>	<b>1 437 800</b>
	<b>Total title 3 CELEX</b>	<b>1 605 157</b>	<b>1 437 800</b>
	<b>Grand total CELEX</b>	<b>2 720 174</b>	<b>2 801 758</b>

Table XVI — Expenditure 1993 and estimates 1994

(ECU)

Item 3431 CELEX	Summary of CELEX as at 25.01.1994			
	Expenditure 1993			Estimates 1994
	Planned	Committed	Invoiced	
<b>I — Routine operations</b>				
1993: 10 233 documents	350 000	687 715 <sup>1</sup>	310 489	
1994: 10 890 documents 2 700 temporary documents 4 500 corrigenda				395 300
<i>Sub-total</i>	350 000			395 300
<i>(estimated re-use)</i>	(100 000)			(150 000)
<b>II — Modernization and clearing backlog</b> (additional budget of ECU 4.6 million spread over 1992/93/94/95)				
1. Modernized input system (maintenance and additions)	100 000	14 250		185 000
2. Modernized dissemination design				
2.1. CELEX-Dialogue				
2.1.1. CELEX-Dialogue Mistral delivered 3/94		55 000		
2.1.2. CELEX-dialogue/UFI Windows				
2.2. CELEX Version 2 Definition of new products and services	187 000	22 000		100 000
2.3. Training		48 990		
3. Clearing backlog of documents and missing texts				
3.1. Scopie-1		17 220	5 166	
3.2. Missing documents				
3.2.1. 1993 input	500 000	355 668	17 091	214 550
3.2.2. First tranche				50 000
3.3. Scopie-2	150 000	265 812 <sup>2</sup>	2 613	65 000
3.4. CELEX loading				
3.5. Loading of consolidated texts				
3.5.1. Loading system	48 450			48 450
3.5.2. Loading of current texts				40 000
3.6. CELEX-sector 7	39 500			39 500
3.7. Court of Justice reformatting		138 500		
4. Reserve	230 207			
<i>Sub-total</i>	1 255 157			742 500
<b>III — New activities linked to EU Treaty (Maastricht)</b>				300 000
<b>Total</b>	1 605 157	1 605 155	355 359	1 437 800 <sup>3</sup>

<sup>1</sup> Of which ECU 244 296 committed in 1993 for work to be carried out in 1994.

<sup>2</sup> Of which ECU 201 396 committed in 1993 for work to be carried out in 1994.

<sup>3</sup> The final adoption of the general budget of the European Communities provides for a reserve of ECU 10 million for the overall budget of the Publications Office. Unless this reserve is raised, it will only be possible to fund routine operations under budgetary item 3431 CELEX.





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