

OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES

ANNUAL MANAGEMENT REPORT 2005



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Foreword by Patrick Venturini, Chairman of the Management Committee

If 2004 was a truly momentous year for the Publications Office due to the leap from 11 to 20 official languages in one fell swoop on 1 May 2004 — the day of enlargement of the European Union to 10 new Member States — and the adaptation of all production systems required to face this challenge, 2005 was principally marked by the completion of the publication in a *Special Edition of the Official Journal of the European Union* of the secondary legislation (also known as the *acquis communautaire*) in the nine new languages, by a vast recruitment campaign which brought on board 136 officials and temporary agents as well as 22 Bulgarian and Romanian auxiliary agents, and by reflection on issues of utmost importance for the future of the Office's activities.

The restructuring of the Publications Office's internal organisation, which began in 2001, was pursued in 2005. Three Directorates were in place at year-end: Official Journal & Access to Law, Publications & Dissemination, and Resources.

Work was pursued on projects arising from audit recommendations; for example, the entire commercial accounting cycle was analysed and fully documented in 2005. Internal control mechanisms were extended and documented. The central management services (audit, evaluation and financial control) became fully operational with additional staff in place.

The Publications Office's online public services — EUR-Lex, TED, EU Bookshop, CORDIS — were continuously enhanced, modernised, extended and promoted during the course of 2005, and work is ongoing.

Several issues which are fundamental to a forward-looking, progressive publication environment were raised and were addressed by the Office in cooperation with its stakeholders.

To name but three of these issues, the first one was that of the 'future of the Official Journal', in other words its technical evolution and its rationalisation in terms of content.

To date, only the paper edition of the Official Journal is deemed authentic, its online version being conceived solely for information purposes. However, in an increasingly electronic world and with ever-dwindling subscriptions to the paper edition of the Official Journal, the need for an authentic electronic edition has become evident. The Publications Office thus put forward a plan and a timetable for the establishment of a secure production line which aims to guarantee the authenticity of the electronic edition of the Official Journal in parallel to the paper edition. This plan is currently being refined.

With a document repository covering more than 50 years of legislative activity and an institutional, linguistic and technical environment of increasing complexity, the need for rationalisation of the content of the Official Journal

is imperative. The Publications Office produced in October 2005 a report detailing the sensitive questions which must be addressed in order to increase the transparency of the legislative process, to ensure its comprehensive publication and to offer the European citizen a readily understandable and user-friendly access to EU legislative and quasi-legislative material. Further work on this vast project is underway.

The second issue was that of the progressive inclusion in EU Bookshop of the vast array of 'grey literature' produced or commissioned by the institutions, agencies and other bodies of the European Union. The subject-matters dealt with in these studies, reports, etc. are numerous, ranging from institutional, social, societal and environmental themes to economic and industrial fields. Author services have been informed of this project and have responded with enthusiasm. The Publications Office is now putting in place the logistics to push this ambitious project forward. EU Bookshop is thus truly a virtual library.

The third issue concerned CORDIS, the Community Research and Development Information Service, a service widely recognised in the research and innovation communities which was fully integrated into the Publications Office on 1 January 2005. CORDIS offers numerous services for the benefit of the specialised audiences it addresses. It was found, however, that there is an urgent need to bridge the gap between the scientific communities and those dealing with the exploitation of research results, in other words those involved in innovation. Efforts were thus launched to render the publication of research results compulsory under agreed conditions and to develop a portal which would bring together a whole array of services ranging from research and development to the delivery of results to the innovation communities.

All these achievements are impressive. Regarding the future and more broadly speaking, the Office can and must play an important role in the 'Communicating Europe' process which is certainly a strategic issue in order to bridge the gap between Europe and its citizens.

I know that the Publication's Office will be able to face new challenges because I was, again in 2005, able to witness the skills and professionalism with which its staff dedicated themselves to tackling and mastering the numerous tasks facing the Office.

On behalf of the Management Committee, I wish to thank each and every member of the staff for their admirable commitment and their unfailing enthusiasm in carrying forward the Office's numerous projects.

Patrick VENTURINI

*Chairman of the Management Committee
of the Office for Official Publications
of the European Communities*

Executive summary

In 2005, the Publications Office's Management Committee kept abreast of production, dissemination and administrative data via the quarterly information reports communicated by the Office's Director and for other issues raised by written procedure or via information notes. Numerous issues were discussed during the four Management Committee meetings held in 2005, such as the progress of various projects (publication of the secondary legislation in the nine official languages, preparations for the publication of the secondary legislation in Bulgarian and Romanian in view of the enlargement foreseen in 2007 and their impact on the Office's structure and services, the future of the Official Journal, the online EU Bookshop service for general publications, the EUR-Lex integrated portal to EU law, the CORDIS portal, the evaluation of the print-shop, etc.). The Management Committee was kept informed of the recruitment procedure for the post of Director of Publications and Dissemination and two *ad hoc* meetings were held for interviews. Particular emphasis was laid on information concerning the follow-up to various audits and to the Casaca resolution on political responsibility adopted by the European Parliament in the context of the 2001 discharge procedure. A sales policy plan for the years 2005-2007 was also adopted by the Management Committee in July 2005. (I)

Timely planning and the submission of annual publications programmes is becoming more and more the norm. The positive impact of the Author Liaison Officers' activity is being felt, bringing new clients for the Office's services. At 47.6%, the rate of implementation of the Commission's ordinary publications programme (POP) was slightly higher than that of the previous year (43.1% in 2004); 1 310 publications for a total estimated budget of 11.94 million euros were foreseen in the 2005 POP. (II.1.2)

The annual meeting with agencies and other bodies has become an integral part of the Office's strategy of exchange with author services. In 2005 two additional annual meetings were organised: one with the institutions and one with the Commission's directorates-general. (II.1.3 and II.1.2)

Three service level agreements were signed during the course of 2005, negotiations were underway for 20 others, and several updates to existing SLAs were initiated. (II.2)

The workflow monitoring tool, used in the context of the 2004 secondary legislation project, was adapted to accept Bulgarian and Romanian texts. For general publications, a monitoring and document management tool was operational within the Office in December 2005. It is foreseen that this tool be available to all actors of the production chain (including author services and contractors) in 2006. (II.3)

For the mandatory official publications, the publication of the *acquis communautaire* in the nine new official languages was completed in 2005. Furthermore, the evolution of the Official Journal (structure, contents and reliability of the online edition) was widely discussed; a detailed document on the future of the Official Journal was submitted to the Management Committee. (III.1.1)

There is a general trend towards free-of-charge general publications. Priced publications accounted for 13.5% of the general publications, a slight increase on the 2004 figure (11.0%). Books represented 10% of the publication requests received, brochures and leaflets 26% and CD-ROMs and websites volume 6.5%. (III.1.2)

In 2005 despite the new linguistic versions the production of the Official Journal remained below the previous year's levels. If one includes all OJ documents except the Special Edition, total production rose by 1.9%. (III.2.1)

More analytically in 2005 the volume of the Official Journal L series increased by 5.5% and that of the C series decreased by 12.3%. The volume of budgetary documents dropped by 21.6%. The OHIM Official Journal went from 1 852 pages in 2004 to 1 505 pages in 2005 and the CPVO Official Bulletin from 2 014 to 1 526 pages. At year-end, the Special Edition was completed. A total of 402 114 pages of secondary legislation were produced in 2005. (III.2.2.1 and annex 3, graph 1)

The OJ L&C CD-ROM was produced in 20 languages. A thematic CD-ROM, the Common Nomenclature, was published in 2005. The project of issuing a COM documents collection on CD-ROM was delayed. (III.2.2.2)

The number of procurement notices published increased by 12.47% to attain 249 435 notices. The volume of notices received in structured electronic format increased significantly, by 36.5% (13.1% in 2004). (III.2.2.3)

Consultation of the TED database rose by some 10%. The number of subscriptions to the OJ S CD-ROM increased by 10% (4 101 versus 3 700 in 2004) while that of licence holders decreased (96 versus 108 in 2004). (III.2.2.3.3 and annex 3, table 21 and graph 2)

At year-end, the number of consolidated families of legislative acts stood at 2 330. (III.3)

The production unit in charge of general publications provided 2 297 cost estimates (+13%) and raised 1 678 order forms (+24%) for a total of over 18.3 million euros (+7.2%); 1 981 printers' invoices were checked and 101 recovery orders were issued. Calls for tender were launched and evaluated for proofreading and preparation of texts and for graphic design services. The working methods introduced in 2004 were improved (electronic proof-correction, correction of HTML files, teleworking). A number of titles were produced in 20 languages, but proofreading in the new official languages remained marginal. The *Interinstitutional Style Guide* was redesigned substantially in the 11 old official languages; working groups were set up for the production of the Style Guide in the new languages. The teleworking project had positive results and it is foreseen to extend it. (III.4.1) 6 983 titles were produced in 2005 and the total number of pages produced decreased by 30%. The volume of non-proofread pages dropped by 53%. (III.4.2)

For the graphic design section, a major project in 2005 was the re-styling of the Office's own publications. The section was also involved in a number of other major projects produced in 2005. (III.4.3)

In 2005, the in-house print-shop handled 15% of the general publications entrusted to the Office. Production in terms of volume of printed pages increased by 12% to a total of some 170 million pages (74% in colour). However due to the underlying uneconomic basis of this activity it was decided to discontinue industrial offset operations from early 2006. (III.4.4)

In the field of electronic publications, the Publications Office was involved in a number of innovative multimedia projects, such as a video on the sessions of the European Parliament and one about eLearning for the Joint Research Centre. (III.5.1)

The EUR-Lex online service is highly appreciated by professionals and public services all over the Union. With some 3.5 million visits per month, it provides user-friendly access to some 1.7 million documents on European legislation. (III.5.2 and annex 3, graph 3)

All publications produced by the Office were catalogued, indexed, archived in EUDOR, and uploaded in EU Bookshop, the online virtual library launched publicly in 2005. The same procedures were applied to EU publications not produced via the Office. (III.5.3)

The archiving formats and systems in EUDOR (European Union Document Repository) were further improved in 2005 and documents were delivered to both EUR-Lex and EU Bookshop. (III.5.5)

CORDIS – the Community Research and Development Information Service, established in 1990 and present on the web since 1994 – was fully integrated into the Publications Office on 1 January 2005 and has become the main tool for implementing the Office’s publishing strategy in the fields of science and innovation. This interactive information platform now gives access to about 57 million pages, more than double the figure of 1999. (III.5.4)

The online IDEA database grew to approximately 9 900 entries and registered some 700 000 queries in 2005. A paper edition of the Interinstitutional Directory, entitled Who’s Who, in three languages was published in February 2005 to take into account data concerning the newly elected Parliament and the recently appointed Commission; a second paper edition was produced in October 2005 for the Frankfurt Book Fair. (III.6.1)

The paper edition of the *Directory of Community legislation in force* was last published in 2004. It is since published online with monthly updates and hyperlinks to all acts, including their consolidated versions over time. An archive giving the legislation in force on 1 January and 1 July has been set up and is accessible online. (III.6.2)

Use of the Eurovoc thesaurus for the indexation of documents was extended to those destined for dissemination via EU Bookshop. Version 4.1 is available in the 11 old official languages, as well as in Lithuanian and Slovak and may be printed on demand. Version 4.2 including 6 645 descriptors is available online in 16 languages. It is currently being adapted to include the remaining new languages. 34 Eurovoc licences were granted in 2005, of which 5 were commercial licences. (III.6.3.1)

Some 38 000 bibliographical notices were processed in 2005. ISBN and ISSN attribution increased in 2005 (+8.7%). The Office became an official agent for the attribution of Digital Object Identifiers. (III.6.3.2)

The volume of initial distribution decreased by 16%, while that of individual orders rose by 33% mainly arising from EU Bookshop. 50.3 million copies were distributed in 2005. The overall stock held increased to 38.2 million copies (+8%). The mailing list management system contains some 720 000 addresses. (IV.1)

In 2005, the Publications Office issued 2 609 invoices or credit notes (–22%) for a total amount of 8.3 million euros (–7%). The continued downward trend in sales is due to fewer subscriptions to the Official Journal and fewer monographies being sold, as well as to databases all having become free of charge for the end-user and to the suspension of the Eurostat datashop activity. (IV.2.1)

Paying subscriptions to all types of periodicals decreased by 22.8%. The number of different types of subscriptions to periodicals other than the Official Journal dropped from 22 in 2004 to 18 in 2005, those with few subscribers having been discontinued. Only three periodicals other than the OJ had more than 1 000 subscribers, most others being at a much lower sales level. 1 064 new titles were added to the Office’s catalogue in 2005 (+7.6%). Sales of monographies dropped by nearly 50% in terms of revenue collected. In 2005, the one-off sale of the secondary legislation in Polish on CD-ROM registered 1 439 orders for a total of 1 223 150 euros. (IV.2.2/3)

The number of TED licence holders went from 108 in 2004 to 96 in 2005. The market of professionals interested in acquiring these licences remains fairly stable. (IV.2.4)

The Office’s sales organisation was renewed in 2004 and new contracts came into operation on 1 January 2005. 2005 was mainly devoted to the consolidation of the operating rules between the Office and the new distribution network. (IV.3)

The number of interventions required from the Office’s helpdesk rose by 7.8%. Emphasis was placed in 2005 on supplying the users of the Office’s online services with adequate assistance. (IV.4)

Copyright activity increased by 19% in 2005, and one coedition was published in the course of the year. (IV.5)

No new auxiliary contracts were issued after November 2004, and all new contracts signed in 2005 therefore were for contractual agents. (V.1)

The Office contributed actively to the first review of the Financial Regulation, and explored other possibilities within the existing legal framework to speed up the payment of invoices. The first co-delegation (V.3) allowed the Office to pay publication invoices on commitments made by an author service. More co-delegations are foreseen for 2006. (V.1)

In terms of public procurement, the Office conducted 26 tender procedures in 2005. The 57 contracts established in 2005 were for a total of 78.1 million euros. (V.2)

In 2005, the overall budget managed by the Publications Office amounted to a total of 162.45 million euros (201.57 million euros in 2004), of which 126.61 million euros came from budget items formally delegated to the Office and 35.84 million euros from appropriations from the institutions' budgets. The Office issued recovery orders for a total of 14.3 million euros. (V.3)

The Office's organisation chart counts 635 officials. The remaining 10 competitions for proofreaders and production officers organised by the Office in cooperation with EPSO were completed in 2005. Three further competitions were launched in 2005 for Bulgarian, Irish and Romanian. (V.5.1)

Meetings with the Local Staff Committee were held at regular intervals in 2005. Most particularly the Committee was kept informed on the decision to phase-out the offset and finishing activities of the in-house print-shop and on the accompanying measures put in place for the personnel which had to be redeployed. Suitable posts in-house were found for all personnel concerned. The Staff Committee was invited to its yearly exchange of views with the Management Committee. (V.5.2)

Priorities for training in 2005 were set with particular emphasis on matters related to the integration of newly recruited colleagues. The overall average for training sessions attended was 10.25 days per staff member, almost double compared to 2004. (V.5.3)

A contract for the rental of office space in the immediate vicinity of the Mercier building, due to replace the Paul Wurth temporary structure, was signed in late 2004. The move from the Wurth building to the new Fischer building was completed in April 2005. The Document Management Officer's responsibility was extended to cover the physical archives. A study concerning the archives management was launched in 2005. The workload of the infrastructures helpdesk decreased slightly (14 132 calls in 2005 compared to 14 288 in 2004). Major IT projects were ongoing during 2005 and the production flow management tool was operational at year-end, with the transfer of all publication files from the previous Planning application. (VI)

In 2005, the main tasks of the internal audit were the follow-up of the recommendations of the IAS, an analysis of the use of the Register of Exceptions and a preliminary study on the document management policy. The IAC carried out advisory tasks for the internal control standards, the documentation of procedures, and the financial management of the Official Journal production; the IAC also conducted the yearly risk assessment exercise. (VII.1)

In 2005, evaluation activities focused on two areas: the interinstitutional evaluation of the offset and finishing activities of the print-shops of the Parliament, of the European Economic and Social Committee, of the Committee of the Regions, of the Infrastructures and Logistics Offices in Luxembourg and Brussels and of the Publications Office, as well as the use of Formex. (VII.2)

Ex-ante financial control covered 1842 transactions in 2005 (+ 19% compared to 2004). Of these, some 33% or 602 transactions were the subject of one or more observations. Ex-ante control of payments was abandoned on 1 December 2005. (VII.3) An ex-post control of transactions pertaining to both paper publications and multimedia products was conducted during the fourth quarter of 2005. (VII.3)

Principal indicators of the Publications Office's activity from 1996 to 2005

Sector	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	% change 2005/2004	% change 2005/1996
Production												
<i>Conventional publishing</i>												
Number of OJ L pages	215 688	220 012	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827	+ 5.55	+ 90.00
Number of OJ C pages	246 996	247 000	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610	- 12.30	+ 31.80
<i>of which number of OJ C E pages</i>	—	—	—	2 500	38 258	94 941	166 947	135 245	196 127	93 755	- 71.48	—
Number of OCVV/OHMI pages	2 288	14 783	61 330	67 646	72 558	88 964	69 544	74 829	3 866	3 031	- 21.59	+ 32.47
Number of 'Other budgetary documents' pages	37 664	35 574	36 212	37 620	40 634	41 261	41 800	50 996	49 566	90 127	+ 81.80	+ 139.30
Number of titles (other publications)	7 017	8 483	7 290	7 066	6 920	6 724	6 750	6 929	7 080	6 983	- 1.40	- 0.48
<i>Multimedia publishing</i>												
Multimedia — Number of projects completed	—	23	55	76	146	100	141	103	162	153	- 7.80	+ 565.20
CELEX — Number of documents visualised	5 153 136	7 856 822	13 980 997	15 395 174	19 988 609	23 735 816	30 181 673	76 289 843	93 658 354	60 678 273 ⁽¹⁾	— ⁽¹⁾	— ⁽¹⁾
EUR-Lex — Number of OJ and table of contents pages visualised per day (average)	—	—	50 000	100 000	150 000	450 000	450 000	450 000	500 000	— ⁽²⁾	—	—
New EUR-Lex — Number of pages views	—	—	—	—	—	—	—	—	—	135 419 320	—	—
Number of notices published in the OJ S	140 576	155 186	163 395	162 951	161 221	172 194	202 683	224 142	221 786	249 435	+ 12.77	+ 77.44
Dissemination												
Invoiced sales (ecus/euros)	22 891 125	22 217 383	21 928 454	17 015 754	15 694 763	12 489 216	15 286 234	11 705 597	8 945 375	8 356 484	- 6.58	- 63.49
Number of priced subscriptions	60 987	58 134	50 452	46 463	40 874	36 424	30 779	24 849	20 936	16 167	- 22.78	- 73.49
Number of copies distributed (millions)	63.3	86.7	65.4	53.2	55.3	59.9	52.0	52.5	57.1	50.3	- 11.90	- 20.53
Number of mailing addresses managed	769 376	881 714	988 073	1 020 919	1 025 469	1 113 994	1 270 190	1 233 426	1 141 989	714 908	- 37.39	- 7.07
Administrative and operating costs ⁽³⁾												
Administrative budget (A-342/26.01 09)	53 044 454	54 086 680	53 863 229	54 947 546	55 882 256	56 421 682	71 873 460	75 065 119	77 813 829	81 070 425	+ 4.19	+ 52.83
Operating budgets:												
* Consolidation (A-343/26.01 10)	—	—	—	4 997 239	4 996 720	4 999 100	8 500 000	4 412 986	4 345 136	1 998 675	- 54.00	—
* OJ L&C (A-340/26.01 11)	—	—	—	—	—	—	—	30 678 954	33 455 117	19 995 166	- 40.23	—
* OJ S (Public procurement) (B5-304/26.02)	—	—	—	—	—	—	30 759 591	21 967 777	30 488 827	19 575 124	- 35.80	—
* Other co-delegation payments	—	—	—	—	—	—	—	—	—	92 225	—	—
* CORDIS (023.0301) ⁽⁴⁾	—	—	—	—	—	—	—	—	21 274 326	3 972 120	- 81.33	—
Other production costs (ecus/euros)	151 395 557	139 043 264	123 082 802	107 822 632	95 592 820	105 889 923	58 673 848	39 471 566	34 204 770	35 841 669	+ 4.79	- 76.33
Staff (officials)	525	525	525	525	522	522	520	519	536	635	+ 18.47	+ 20.95

⁽¹⁾ 2005 CELEX figures should not be compared to those for previous years as the database was no longer updated in 2005.

⁽²⁾ Functionalities for extracting statistical information are not yet put in place.

⁽³⁾ Total committed unless otherwise indicated.

⁽⁴⁾ Major commitments every two years.

I – The Management Committee

The Publications Office is an interinstitutional body governed by a Management Committee, in which each institution is represented by its Secretary-General or, in the case of the Court of Justice, by the Court's Registrar. The Office's mission is to offer the highest-quality publishing service to its clients — the originating departments of the institutions and other bodies of the European Union — so that the latter may fulfil their publishing obligations.

In 2005, the Publications Office's Management Committee was composed as follows:

- Mr Julian Priestley, Secretary-General of the European Parliament;
- Mr Pierre de Boissieu, Secretary-General of the Council;
- Mr David O'Sullivan, Secretary-General of the Commission until 20 November 2005, and Ms Catherine Day, Secretary-General of the Commission, from 21 November 2005 onwards;
- Mr Roger Grass, Registrar of the Court of Justice;
- Mr Michel Hervé, Secretary-General of the Court of Auditors;
- Mr Patrick Venturini, Secretary-General of the European Economic and Social Committee, who was re-elected Chairman of the Management Committee for a further year on 8 July 2005;
- Mr Gerhard Stahl, Secretary-General of the Committee of the Regions.

For questions related to personnel management, the Chairman may invite the Commission's Director-General for Personnel and Administration to contribute to the Committee's work. In 2005, this post was held by Mr Claude Chêne.

In 2005, the Management Committee met on 8 July (Members), 11 March, 17 June and 21 October (Substitute Members); two *ad hoc* meetings were held for interviews for the post of Director of Publications and Dissemination. Furthermore, 24 files were submitted to the Management Committee by way of a written procedure.

The Management Committee was kept up to date on on-going activities by the quarterly information reports communicated by the Director on its production, dissemination and administrative tasks. The production indicators are adapted on a continuous basis to reflect the Office's level of activities and their impact.

The Management Committee also received regular reports on the following activities or projects:

- progress of the secondary legislation project in the nine new official languages, including measures implemented to ensure the timely dissemination of available translations and to register the date of their availability online as well as information on the delivery of the printed volumes;
- launching of the pre-enlargement work on secondary legislation in Bulgarian and Romanian;
- development and enhancement of the Office's online public services;
- progress and conclusion of the evaluation of the offset and finishing sector of the Office's print-shop which was subsequently extended to the print-shops of other institutions and services.

The Management Committee received a number of documents detailing the Office's activities in the fields of administrative and financial management as well as progress in the implementation of the administrative reform:

- the recruitment procedure of the Director for Publications & Dissemination which was successfully completed in 2005 and that of the Director for the Official Journal & Access to Law which was underway at year-end;
- the selection procedure for the Heads of the Human Resources and Budgetary Cycle and Accounting Units who took up their posts on 1 May 2005;

- the 2004 annual activity report, to which was annexed the Director's annual declaration of assurance for the year 2004;
- the 2005 work plan of the Office's Internal Audit Capability;
- the 2005 work plan of the Office's Evaluation Officer;
- the 2006 budget in activity-based budgeting format, including credits required for the secondary legislation project in Bulgarian and Romanian;
- the 2006 work plan in a format compatible with the Commission's activity-based management structure;
- the Office's contribution to the Commission's 2007 annual policy strategy, including aspects linked to the enlargement foreseen for 1 January 2007;
- regular reports on the follow-up and measures taken in response to recommendations arising from audits conducted at the Publications Office by control authorities (Internal Auditor, Commission Internal Audit Service, Court of Auditors);
- the European Anti-Fraud Office's enquiry into the potential conflicts of interest revealed by the audit on the Publications Office's contracts conducted in 2003 at the request of the latter's Director, which concluded that no instances of fraud or corruption were found;
- reports on the management of the Office's budget in general, and of that for the Official Journal in particular.

The Management Committee also received various documents on the follow-up to the European Parliament resolution in the context of the 2001 discharge procedure (Casaca Report) as well as on the future of the Official Journal arising from discussions conducted in two *ad hoc* working groups. Work was ongoing at year-end.

Progress on the usage and further development of the Office's EU Bookshop service — the online digital bookshop for both free-of-charge and priced publications of the European Union — was reported to the Management Committee. A plan for incorporating into EU Bookshop the Office's back catalogue and the 'grey' literature of the institutions, agencies and other bodies of the European Union was approved, with the aim of making EU Bookshop a virtual EU library.

The Management Committee was informed of the extension and enhancement of the integrated EUR-Lex portal, the implementation of a new version of the public procurement website TED as well as a plan for the development of a CORDIS portal encompassing information on both R&D and innovation.

A sales policy plan for the years 2005-2007 was adopted by the Management Committee in July 2005.

II – Relations with institutions, author services and other organisations

- 1. Publications programmes**
- 2. Other organisations**
- 3. Service level agreements**
- 4. Transparency of the production process**

1. Publications programmes

1.1. Overview

Whilst logistical and human-resource considerations at various author services prevented further take-up of the PubDB database planning option in 2005, it was clear that a more rigorous internal planning of publications was increasingly becoming the norm throughout the institutions, agencies and other bodies.

As had been the case in 2004, the Author Liaison Officers' efforts bore fruit not only by intensifying existing contacts, but also by cultivating new client relations. New clients in 2005 included the Commission Representations in Bratislava, Copenhagen and Vienna, the European Parliament Office in Lisbon, Eurojust, the European Food Safety Authority, the European Network Information Security Agency, the European Satellite Centre and the Intelligent Energy Executive Agency.

1.2. Commission

There was an increase in the implementation level for the 2005 Ordinary Publications Programme (OPP) in comparison with the OPP for 2004 (47.63% as opposed to 43.10%).

The number of titles registered in 2005 came to 1 310, of which 1 213 were hard copy publications and the remainder on electronic media. The breakdown for gratis and for sale publications came to 85.9% for the former and 14.1% for the latter (in 2004: 89.44% and 10.56% respectively).

The annual meeting with the Commission directorates-general took place in Luxembourg on 13 October 2005. In addition to presentations and updates on Office services, a representative of DG Press gave an overview of the Commission's Communication Action Plan.

1.3. Other institutions, agencies and bodies

Meetings with the institutions (on 7 June 2005) and with the agencies and other bodies (on 30 June–1 July 2005) took place in Luxembourg.

Both meetings were notable for an increase in the number of attendees and their very active participation. There was particular interest in the new publications planning (Plan-Publi) and production (InDesign/InCopy) tools to be progressively implemented at the Publications Office in 2006.

The Office was pleased to welcome, for the first time at the meeting with the institutions, a representative of the European Data Protection Supervisor.

As had been the case for the meeting with the Commission directorates-general, a discussion during the meeting with the agencies and other bodies on the (then draft) Communication Action Plan was a high point of the agenda.

Following requests by participants at previous meetings, the 2005 annual meeting with the agencies and other bodies ran for two full days, thus permitting bilateral meetings between participants and Office staff, in addition to the traditional presentations and debates.

2. Other organisations

2.1. Forum of Official Gazettes

In 2005, the Publications Office continued its work assuring the secretariat of the *European Forum of Official Gazettes* and of the working parties set up by this informal association of organisations responsible for the publishing of the national legal gazettes, inside and outside the European Union. The Forum was launched in April 2003 in the wake of the 50th anniversary for the *Official Journal of the European Communities*. It held its inaugural meeting in Vienna in September 2004 and its second formal meeting in September 2005 in Copenhagen. Its agenda reflects the general tendency in Europe to introduce new technologies in the production and dissemination of the legal gazettes: ‘data capturing at the source’, ‘use of XML in the production and distribution of official gazettes’, ‘authentication and archiving of the electronic legal gazette’, etc. For some of these items, a final report is expected at the occasion of the 2006 meeting in Ljubljana in September 2006.

2.2. The Bridge Forum Dialogue

The Publications Office is member of the Bridge Forum Dialogue, a non-profit organisation established in Luxembourg. Other European institutions also belong to this organisation. The Bridge Forum Dialogue serves as a platform for interdisciplinary debates. It aims at linking, on the one side, the European institutions established in Luxembourg and, on the other side, the actors and institutions of Luxembourg financial, economic and legal life. The Bridge Forum Dialogue holds regular meetings with guest speakers.

3. Service level agreements

Three service level agreements were signed in 2005 whilst updates to several existing agreements were initiated.

The Author Liaison Officers also submitted 20 draft agreements for negotiation during 2005, attesting to an increase in interest on the part of the author services.

4. Transparency of the production process

The monitoring system which had been used in the production of the secondary legislation for the 2004 enlargement has been adapted to accept Bulgarian and Romanian texts.

The Legal Services of the three participating institutions — European Parliament, Council, and Commission — upload directly the manuscripts once they have been finalised.

It is worth mentioning that the reference list of acts which belong to the secondary legislation is maintained by the Commission Legal Service and stored in this monitoring system.

In 2006 a more general monitoring system will be developed to cover the production of the Official Journal.

For general publications, the collaborative system for publishing (Plan-Publi) was developed and tested during the course of 2005 and has been operational since December 2005 for the production and administrative-budgetary services of the Office. This monitoring and document management tool will be made available to all actors in the production chain including the authors and contractors during 2006. ●●●

III – Production

- 1. Overview**
- 2. Official Journal**
- 3. Consolidation of EU legislation**
- 4. General publications**
- 5. Electronic publications**
- 6. Directories, documentary publications and publishing tools**

1. Overview

The year 2005 proved to be particularly challenging for the Publications Office's production services.

1.1. Mandatory official publications

Much effort has been devoted to re-thinking the structure and contents of the Official Journal and to foresee its evolution, particularly concerning its internet version. This resulted in comprehensive proposals submitted to the Management Committee in preparation for the detailed proposals which will constitute the next step.

In short, the aim is to bring the internet edition up to the same standards of reliability as the paper edition which is to date the only edition deemed authentic.

Enduring difficulties in the management of the new consolidation contract led to the decision of an early termination and of a new call for tender in 2006. Despite these difficulties over 500 families were consolidated before year-end.

Last but not least, January 2006 saw the completion of the Special Edition of the Official Journal containing the 'acquis communautaire' as at 1 May 2004. The last volumes covering the period January to April 2004 were also completed by January 2006.

1.2. General publications

Priced publications made up 13.5% of the general publications (on paper or online). This was a slight increase on the figures for 2004 (+3.5%).

The most important clients in terms of publishing remained as follows: Eurostat, European Centre for the Development of Vocational Training (Thessaloniki), Directorate-General Research, European Agency for Safety and Health at Work (Bilbao), Office for Harmonisation in the Internal Market (Alicante) and the Court of Justice.

By publications category, books represent 10% of publications, brochures and leaflets 26%, CD-ROMs and websites 6.5%.

These figures are similar to those in 2004. The predominance of English was confirmed.

The overall number of files handled relating to multimedia projects remained stable. The increase in CD and DVD production (149 masters, 121 duplications) compensated for the decrease in websites (135 in 2005 versus 431 in 2004).

2. Official Journal

2.1. Overview

In the aftermath of the 2004 enlargement, production activity for the Official Journal remained relatively subdued. In spite of the 8 (partially 9 with Maltese) additional linguistic versions during the whole year, production remained below the level of 2003 adjusted for the increased number of languages.

Thanks to the competitions organised by the Office since 2003 the new language teams have been fully integrated in the new structure of the Official Journal and Access to Law Directorate.

Including all OJ documents except for the Special Edition of the 'acquis', total production rose in 2005 marginally from 812 922 pages to 828 595 pages (+ 1.9%).

2.2. Production

Full integration of the new official languages and teams, preparation of new developments to increase productivity, quality and control (workflow) were the main projects that made 2005 a transition year.

The creation of a unit for quality control reflects at the organisational level the emphasis put on increased quality.

2.2.1. Official Journal L and C

2.2.1.1. OJ L and C

The Official Journal L series increased by 5.5% from 388 286 pages to 409 827 pages. The volume of the C series went down by 12.3% from 371 204 to 325 610 pages (see Annex 3, Table 1).

The number of issues published in 2005 was 352 for the OJ L and 442 for the OJ C compared to 396 and 469 respectively in 2004 (see Annex 3, Table 2).

2.2.1.2. Budgetary documents

The number of pages of the preliminary draft general budget and of the draft general budget totalled 47 633 pages (2 507 pages per language version) and 38 684 pages (2 036 pages per language version) respectively.

2.2.1.3. Decentralised agencies

The Official Journal of the Office for Harmonisation in the Internal Market (Alicante) saw its pagination reduced again by 19% to 1 505 pages, where as the Official Bulletin of the Community Plant Variety Office (Angers) decreased by 25% to 1 526 pages.

2.2.1.4. Publication of the legislation in force in the new official languages

a) At the end of the year 2005, the 2004 Special Edition was complete but for 55 volumes which were printed in January 2006.

In 2005, 402 114 pages were produced (44 679 pages per linguistic version). The Special Edition represents 219 volumes per language (1 971 volumes in total) which contain 11 318 documents (the 'acquis communautaire') numbering 88 673 pages (798 057 pages in total). A CD-ROM edition and the tables of this Special Edition will be published in the first quarter of 2006.

b) As a new enlargement is on the horizon, with two new languages, Bulgarian and Romanian, production was launched: proofreading teams have been recruited and the pre-press work started during the last quarter of the year.

2.2.2. OJ L&C CD-ROM

The CD-ROM of the OJ L & C series was produced throughout 2005 in 20 languages. The CD-ROM was available on the tenth day of each month.

The annual collection of the 2004 OJ was delayed as difficulties arose due to issues of the Official Journal which were produced differently from the normal process during the last days before enlargement.

The Common Nomenclature 2005 and the COM documents 2003 were published as thematic CD-ROMs.

A call for tender was launched in November 2005. Pending the outcome of the tendering procedure, the current contract was prolonged until the estimated date of availability of a new contract.

2.2.3. Supplement to the Official Journal – Publication of public procurement notices

2.2.3.1. Production activities

2005 witnessed a significant increase in the overall number of public procurement notices received (249 435 notices, +12.47%).

Publishing deadlines were met in most cases (97%) despite all the changes arising from the new forms and ensuing problems (technical, operational, support to awarding authorities and firms).

New forms as specified in the public procurement directives were put in place and coexisted with the previous forms (at the request of the Commission). All the collection (SIMAP), production (SEI/JOS) and dissemination (TED, OJS CD-ROM) systems were modified accordingly.

2.2.3.2. New data collection techniques

In 2005, there was a large increase in the use of SIMAP (<http://simap.eu.int>) and structured electronic sending of notices by OJS eSenders (collection agents) (end 2004: 17.6%, end 2005: 47.8%). It is expected that the number of qualified and operational OJS eSenders will increase significantly in 2006.

2.2.3.3. TED and OJS CD-ROM

The consultation of notices published in TED (<http://ted.publications.eu.int>) increased by 9.9%.

Improvements to TED have been introduced, including notification by e-mail of awarding authorities on the day their notices are published in TED. Similar improvements were applied to the OJS CD-ROM.

Although there was an increase in the number of subscribers to the OJS CD-ROM (4 101 versus 3 700 in 2004), the number of CD-ROMs duplicated diminished through better management of the production of the voucher copies for awarding authorities.

An important increase in assistance requests for TED online, the OJS CD-ROM and SIMAP was recorded for 2005 (+32.2%). The majority of these requests were related to non-technical issues and were mainly due to the implementation of the new standard forms as specified in the public procurement directives.

3. Consolidation of EU legislation

Consolidated texts are produced within one to two months of the publication of a modifier depending on the volume of changes to be integrated.

Daily consolidation of the legislation in force was done and kept up-to-date in the pre-2004 11 official languages or, where consolidated texts had already been produced for the new languages, in 19 languages (or if the act was to be consolidated for the first time) and exceptionally in 20 languages (i.e. including Maltese).

As to the backlog in the 'new' languages, since the Special Edition was still produced in SMGL, a conversion tool to XML had to be developed. This tool entered into production in June 2005 and since then, 25 consolidated families a week have been produced regularly.

The CD-ROM of the Special Edition of the OJ in the new languages was launched by the end of 2005 and the Polish edition was distributed before the end of December.

The Legal Service identified 596 acts which had to be consolidated as a priority in order to allow its codification project to be carried out. By December, 391 acts of the priority list and a total of 513 acts had been consolidated in the new languages. All consolidated texts have been made available on EUR-Lex as soon as validated.

In 2006, daily consolidation will continue at an adequate production level. The consolidation of acts in the new languages is expected to be completed by the end of 2006. A new call for tender was prepared in 2005 and launched early in 2006.

	31.12.2001	31.12.2002	31.12.2003	31.12.2004	31.12.2005
Updated consolidated families (eleven languages)	1 097	1 568	2 116	2 269	2 330
Updated consolidated families (new languages)	—	—	—	—	513

4. General publications

4.1. Overview

2005 was an important year characterised by:

- the launch of Plan-Publi, a collaborative system for publishing which is due to replace the current Planning system for the management and follow-up of production flows and files;
- the completion of the recruitment of proofreaders for the new languages;
- the continued implementation of new financial procedures; and
- the decision to phase-out the internal offset printing capacity of the Office.

In addition, in 2005, calls for tender were launched and evaluated for among others:

- proofreading and preparation of texts, and
- graphic design services.

After the analysis and development phases had been completed, Plan-Publi became operational at the end of 2005. The first group of users in the Publications Office were given detailed information and training. The results after three weeks were positive.

The second group of users in the Publications Office — the rest of the production officers, the editors, the proofreaders and personnel responsible for budget and invoicing — will be migrated to the new system in January 2006. The final part of the first phase will be the integration of all the relevant services in the Office, the author services and the contractors, who provide publishing services.

Phases II and III of the Plan-Publi project were launched in December 2005 and should be completed by September 2006. The two phases will cover the completion of the production workflows and the development of interfaces with Office applications in the production chain.

Teleworking was extended successfully from seven to 10 proofreaders — out of a total of 48. Proofreaders for the new languages (two per language) were recruited in 2005.

The new working methods, which were introduced to the proofreading section in 2004, were improved in 2005. The electronic correction of proofs, by means of the tool InCopy/InDesign, became operational for specific publications in German, English and French. Information sessions were organised for all proofreaders and production officers and the licences required were acquired for all personnel involved. However, as a result of the priority given to Plan-Publi, this project was put temporarily on hold.

The main parts of the Style Guide concerning the institutions and agencies were redesigned substantially in the 11 languages of the EU 15. Working groups were also set up for the new languages so that these versions can be added to the guide.

1 981 invoices for a total of 12 130 000 euros (against 2 150 for a total of 13 300 000 euros in 2004) were received from the printers under contract with the Office. These invoices underwent technical and operational controls in the Office before being transmitted to the author services for payment.

In addition, recovery procedure was applied for all the files handled by the in-house print-shop. This involved issuing 101 internal invoices for a total of 404 770 euros (against 100 for a total of 250 000 euros in 2004).

4.2. Production

While there was a very slight decrease (−1.4%) in the number of titles published — 6 983 in 2005 compared to 7 080 in 2004 — there was a major decrease in the number of pages produced (−30.21%). This was due to a significant number of re-prints of titles that had been published in 2004.

There was an increase (+13%) in the number of cost estimates requested by author services: 2 297 in 2005 against 2 025 in 2004. There was also a significant increase in the number of order forms established (1 678 in 2005 against 1 350 in 2004). Interestingly, although the number of order forms established increased significantly (+24%) in 2005, the order forms issued were only for a total of 18 285 225 euros compared to 17 060 000 euros in 2004 (+7.2%).

The number of pages proofread in 2005 increased by 6% with a reversal of the 2004 figures for the Court of Justice: the decrease of 32% turned into an increase of 20%.

Proofreading in the new languages made further progress in 2005 but, nevertheless, it remains marginal: between 1 400 and 3 400 pages per new language (between 1 200 and 1 600 pages per new language in 2004).

Annual reports represented one of the kinds of publications which appeared in 2005. Such reports ranged from:

- the 2004 General Report on the activities of the European Union published for the first time in 20 languages;

- the annual report of the Court of Justice also published for the first time in 20 languages;
- the annual reports of the European Monitoring Centre for Drugs and Drug Addiction (Lisbon), the Community Plant Variety Office (Angers) and the European Agency for Safety and Health at Work (Bilbao); and
- the Publications Office's own annual management report.

Own imprint titles and other major editorial projects at the Publications Office

During 2005 the Office examined the possibility of producing its own publications. Several editorial projects were at the planning stage at year-end:

- European Forum of Official Gazettes: Directory 2006,
- European Forum of Official Gazettes: Guide,
- Languages in Europe,
- 50th anniversary of the Treaty of Rome.

Other major editorial projects on behalf of the institutions were at the planning stage as well at year-end:

- Histoire interne de la Commission,
- L'Europe, l'épure d'un dessein.

Discussions were ongoing with the Education and Culture Directorate-General of the Commission concerning a series of publications related to its new programmes and with the Court of Justice about a publication presenting its new building complex.

4.3. Graphic design section

In 2005, an important project for the Office's graphic design section was the re-styling of the Office's own publications. The Office's catalogues and promotional leaflets were all re-designed and the new look was used to decorate the Office's building as well as its exhibition stand at different events. The re-styling will be completed in 2006.

The Office's graphic design services also continued to work with a number of author services, including:

- Directorates-general: Agriculture, Competition, Environment, Enterprise, Information Society, External Relations, Energy & Transport and the Secretariat-General;
- the Parliament and the European Ombudsman;
- the Council;
- the European Economic and Social Committee and the Committee of the Regions;
- as well as some of the agencies, including Europol and the European Training Foundation.

The graphic design files covered the design of Agriculture Directorate-General's magazine, *Leader*, the Committee of the Regions' *Newsletter*, the logos for the European Week in 2006 whose theme is youth, and a new agency, the European Union Satellite Centre, and a style guide for Taxation & Customs Union Directorate-General's publications.

As in 2004, the graphic design section also designed the Office's own 2005 calendars and the end of year 'Season's greeting card' that many services ordered.

The Office's graphic designers also participated in the revision of the Information Providers Guide for the EUROPA service.

Finally, contracts were signed with six different companies selected after the evaluation of the call for tender for graphic design services. From July 2005 onwards, a series of projects were entrusted to the different contractors.

4.4. In-house print-shop

The most important event in the Office's print-shop in 2005 was the decision taken in the fourth quarter of 2005 to phase-out all offset printing and finishing activities. This followed on from an evaluation report on the print-shops of different institutions and services which confirmed a previous in-house study that showed the uneconomic nature of these activities at the Office.

An accompanying committee was set up to assist the re-deployment of the personnel concerned and, by the end of the year, a proposal for all members of staff had been finalised. Arrangements were also made to complete the delivery of all ongoing production files in the Office's print-shop.

The print-shop's main activities continued in 2005: the number of files treated by the in-house print-shop remained at 15% of the total number of production files handled by the Office. This, however, translated into another significant increase of 12.2% in page production (expressed in the equivalent of A4/B5) which reached a total of 167 890 400 pages. 74% of these pages were published in colour.

In the pre-press section, of the 36 800 pages (39 000 pages in 2004) that were composed in-house, 2% were for titles that were printed externally and, of the rest, 24% for offset printing and 74% for digital printing (colour and black & white).

The working groups, set up following the 2004 annual interinstitutional meeting of print-shop managers, held their first meetings during the course of 2005.

5. Electronic publications

5.1. Production

5.1.1. Trends

A significant level of advisory service is provided by the Publications Office to author services regarding the implementation of their multimedia publications (28% of new files).

The introduction of the Web Content Management (WCM) selected for Europa did not progress as expected. Several author services have either postponed their projects or identified alternative solutions. This had a direct impact on 2005 activities.

The number of projects and deliverables for CD and DVD was high, with some including embedded videos.

The Publications Office was involved in innovative multimedia projects such as a video for the European Parliament (parliamentary sessions) and eLearning for the JRC.

The Publications Office continued its active contribution to Europa 2nd Generation, the revision of the Information Providers Guide as well as participation in the Comité Interinstitutionnel Internet (CEiii), with particular emphasis on the migration to the new .eu domain.

5.1.2. Volume and production capacity

The overall number of files handled relating to multimedia projects is relatively stable (–7.8% compared to 2004, 153 in 2005 versus 166 files in 2004). Commission services represented the main clients, and in particular Press & Communication DG, Research DG and Development DG.

The increase in CD and DVD production (149 masters, 121 duplications, 29 of which included videos), compensated for the decrease in websites (135 in 2005 versus 431 in 2004).

This decrease in request for websites was mainly due to the important increase in linguistic versions produced for the enlargement in 2004. Some initial websites were launched successfully using the WCM starter-kit and Documentum.

New framework contracts supporting the use of the WCM Documentum were made available during the first quarter of the year. The most ‘requested’ framework contract to implement ‘information websites using Documentum’ was not awarded. A new call for tender was launched mid 2005 using the ‘competitive framework contract’ option made available in the new Financial Regulation. This new contract, due to be signed early 2006, will also offer editorial facilities.

A set of contracts was made available in October 2005 to implement multimedia projects (CD, DVD, Internet, etc.) using standard and ‘open source’ software.

5.1.3. Multimedia eServices

The Publications Office persisted with the examination and investment of significant resources in making available cost-effective and state-of-the-art multimedia eServices to facilitate publishing and dissemination activities.

In 2005, the evolutive maintenance of already existing multimedia eServices (Open forum, PDFBatch, WCM/CF) was ongoing, taking into account users’ feedback.

The Publications Office was closely involved in the Europa 2 Documentum starter-kit project, in the validation of the specifications and their implementation.

5.2. EUR-Lex – the integrated access to law service

The main task of the unit has been to develop and improve an integrated service which first opened in November 2004. The information given below now concentrates on the unique system, the new EUR-Lex, and its improvements in 2005. The remaining work on the old EUR-Lex and CELEX is mentioned briefly.

5.2.1. The portal to access legal documents

The 2005 work programme included basically the consolidation of the developments of 2004. The new legal information system needed to be stabilised; further improvements and developments were necessary, in particular to extend early availability and browsing facilities to new types of documents.

It was necessary to stabilise with the data centre of the Commission the installation of the system which passed to a definitive hardware environment in summer 2005.

The checking of the availability of 1 500 000 texts which had been taken over from old CELEX also took time, and certain texts had to be reloaded.

Users asked for improvements which required additional developments. The workload was more important than expected.

5.2.2. Improvements

Among the improvements made in 2005, it is worth noting the new full text indexation method of all documents, allowing searches independently of accents and other diacritical signs in each language. After testing, these improvements were delivered by the end of 2005 and will be installed early in 2006.

As to early availability and browsing access to new categories of documents, it was extended to all documents of the Court of Justice. Documents of the Court and of the Court of First Instance are now loaded for browsing access within one hour of delivery at the Publications Office.

The main new developments requested by specialised users include the LexAlert notification system and the Expert search. During 2005, LexAlert was developed and presented to an institutional public. The system could not be installed as further experience is needed at the data centre of the Commission in order to handle properly the large volume of e-mails which will be sent out by the Commission servers. LexAlert will enter into production step by step and a first lot of users will receive notifications as from the first quarter of 2006.

As to Expert search, most of the work was accomplished in 2005. Internal tests including users within the institutions will begin by the end of February 2006.

National implementation measures of directives were made available by November 2005 and are since then updated regularly. Further work with the Secretariat-General of the Commission should lead, in 2006, to an improvement of the information provided.

During the first semester of 2005, a new procedure allowed for easy and regular updating of the *Directory of Community legislation in force* at the beginning of each month.

To ensure a quick updating of consolidated texts as soon as they are produced, an automated loading process has been put in place.

5.2.3. Enlargement 2004

The volumes of the Special Edition of the Official Journal in the new languages were uploaded into EUR-Lex as soon as they were available. By the end of 2005, the Special Edition was almost complete. By the beginning of 2006 all separate acts translated into the new languages of the 2004 enlargement were available in the database besides their availability through the Special Edition in electronic format.

5.2.4. Cooperation with users or re-users

The work programme also included new ways of cooperation with users or re-users of the data. Work began in 2005 to create a new format for licence holders. The latter should receive the specifications for the new format by the end of the first quarter 2006, be allowed some time to adapt and be ready for new formats by the end of 2006.

5.2.5. Work programme 2006

EUR-Lex work in 2006 includes:

- making LexAlert operational,
- availability of Expert search,
- access to provisional texts in Bulgarian and Romanian,
- improved access to national implementation measures,
- new formats for licence holders,
- web services for re-users.

A user survey will be carried out during the first semester of 2006. Further studies are needed to include new documentary technologies as the concepts of ontologies, taxonomies and semantic web in EUR-Lex. Such specific testing of computer-aided indexation by Eurovoc will also be carried out.

EUR-Lex will contain the future fully authentic OJ. This will require studies on the authentication procedures and their integration in the system as well as the ways to ensure continuous and uninterrupted uploading and access to the system.

5.2.6. Old EUR-Lex and Celex

No further developments were done and the old systems were not updated. CELEX is still available, mainly to allow Expert search on the collections available until the end of 2004. These two sites will be closed and archived in 2006.

5.2.7. Document collections

The document collection of new EUR-Lex has been updated throughout 2005 with documents in all 20 languages of the Union. Acts of the *acquis* in the new languages were also uploaded in the database in order to be available for searches. One linguistic version (11 318 acts of the secondary legislation) was made available in December 2005. The loading of the remaining linguistic versions in January 2006 represent an increase of the collections by some 110 000 documents.

5.3. EU Bookshop – the European Union’s online bookshop

EU Bookshop opened by Commissioner Ján Figel’ on 10 March 2005 in 19 official languages. By the end of the year, EU Bookshop contained 4 526 titles, both priced and free of charge.

Since the opening, EU Bookshop is continuously updated, both concerning contents (weekly uploads) and technical developments and corrections. The weekly updates also concern the ‘Publisher’s choice’ section, which promotes two publications on the front page every week, and the ‘Just published’ section featuring all new releases.

During 2005, the site recorded more than 450 000 visits which resulted in 258 000 PDF downloads and some 54 000 publications ordered (of which 577 priced publications). The orders came from more than 60 different countries, 4 out of 5 from within the European Union.

5.4. CORDIS – the Community Research and Development Information Service

The full integration of CORDIS into the Publications Office took place on 1 January 2005.

There have been no significant performance problems with the service except during the change-over to the new system architecture in October which lowered the performance figure for the fourth quarter of 2005.

In 2005, the Publications Office received the mandate to lead the work for the thematic portal on Europa in the field of research and innovation. Design work for the top level pages of the new portal started during the second half of 2005.

For CORDIS *focus*, the main magazine was produced throughout the year on a monthly basis in English language. The new tendering procedure for the editing work of the magazine was successfully completed and a contract was awarded. Preparation for the re-launch of the different titles – with up to six language versions (English, German, French, Italian, Spanish, Polish) – was prepared (re-launch early 2006). A new graphic design was adopted for the re-launch of the CORDIS *focus* magazine.

CORDIS was present at a number of important events:

- Salon des entrepreneurs, Brussels, March 2005
- Salon Européen de la Recherche et de l'Innovation; Paris, June 2005
- CER Conference (Communicating Research); Brussels; November 2005
- London Online; London, November/December 2005.

At the start of 2005 a sixth language, Polish, was introduced first to the news service and then to the guidance section. The Presidency services for Luxembourg and the United Kingdom were produced and the one for Austria prepared. Under the heading 'CORDIS experimental services', one project for improved intuitive navigation was launched. At year-end, information on all projects signed under FP6 by that time (approx. 4 000) had been collected, validated and published. A major project concerned the migration to the Europa server domain address. For another important project referred to as «ERAWATCH», an administrative arrangement with the JRC-IPTS was signed and the development of the corresponding web interface started. Finally, in order to improve project management efficiency, an action tracking system was put in place.

5.5. EUDOR electronic archive and digital assets management

EUDOR (European Union Document Repository) is the electronic archiving system (on optical disks) for EU publications. The archive is divided into different collections which currently contain the publications in TIFF (Tagged Image File Format) and/or PDF (Portable Document Format) format. TIFF is an ISO standard recognised as the format suitable for long-term conservation.

The main content of this archive is composed of the texts published daily in the Official Journal L and C series, the COM documents, the consolidated legislation, the secondary legislation, the reports of the European Parliament as well as of an increasing number of other publications (with a view to their dissemination via the online EU Bookshop service).

In 2005 the service continued to be ensured with a 99.79% availability and documents were delivered to the two main dissemination sites: EUR-Lex and EU Bookshop. The storage capacity was increased by 400 Gigabytes (GB).

6. Directories, documentary publications and publishing tools

6.1. The European Union's Who's Who (IDEA)

In 2005, IDEA (<http://europa.eu.int/idea>), the online version of the *Official Directory of the European Union* registered an increase in consultation of 5.22%. This website is updated on a weekly basis with the content provided by the EU institutions, agencies and other bodies recorded in the directory.

The paper edition of the 2005 directory was published twice in 2005 in three languages (DE, EN, FR), one edition released in February 2005 with content as at 23 December 2004 incorporating all the changes after the European elections and the new Commission, and one edition released in October 2005 with content as at 8 July 2005 for the Frankfurt Book Fair.

An improved version of IDEA has been developed with a new 'look and feel' and increased user-friendliness. This was tested end 2005 and is due to be released in early 2006.

IDEA item	Number of changes		Update	
	2004	2005	2004	2005
Individuals	4 968	3 325	1 343	1 496
Entities	1 306	917	2 405	662
Functions	2 273	1 356	1 243	65
Total	8 547	5 598	4 991	2 223

6.2. Directory of Community legislation in force

As of July 2004, the *Directory of Community legislation in force* is available online. The last paper edition was the 42nd containing the legislation in force as at 1 January 2004.

In the new EUR-Lex, the Directory is updated each month with hyperlinks giving access to all acts, including the consolidated versions in force at different times. The online edition includes a PDF version which can be printed out chapter by chapter. The different monthly versions of the Directory are available on the site via an archive for six months. Each year, the versions giving the legislation in force on 1 January and on 1 July are available on the site.

6.3. Indexation and publishing tools

6.3.1. Eurovoc thesaurus

The multilingual Eurovoc thesaurus is used for the indexation of the Official Journal documents on paper (alphabetical and methodological indexes), on CD-ROM (keyword search) and online (in EUR-Lex). It is also used for the indexation of all documents published by the Publications Office via its EU Bookshop service.

Version 4.2 of Eurovoc, which was made available online in July 2005, includes 6 645 descriptors and is available in 16 official languages. Lithuanian and Slovak still exist in version 4.1. A Croatian version of Eurovoc has been available online since December 2005.

A version of Eurovoc is now available in 11 pre-2004 official languages and may be printed on demand.

34 licences were granted in 2005 (of which 5 were commercial licences).

6.3.2. ProCat reference database and identifiers

6.3.2.1. *ProCat (professional catalogue of documentary, bibliographical and juridical notices)*

A total of 37 822 notices were processed in 2005 (see Annex 3, Table 12).

6.3.2.2. *Identifiers*

There were 5 667 international identifiers allocated, that is an overall increase of 9.62% compared to 2004.

IV – Dissemination

- 1. Distribution and storage activities**
- 2. Sales policy and results**
- 3. Distribution networks**
- 4. Information to the public, marketing and promotion**
- 5. Copyright and coedition**

1. Distribution and storage activities

After an increase due to the new linguistic versions in 2003 and 2004, the OJ paper distribution decreased by 22% in 2005. The total of the other paper publications also decreased by 18%, a strong decline particularly noticeable during the second half of the year after the end of the 'Constitution' campaign.

Physical distribution by type of product

	Number of copies distributed			% change 2005/2004
	2003	2004	2005	
OJ paper edition	6 279 824	6 394 566	4 956 627	- 22.5
OJ CD-ROM edition	974 636	781 787	666 766	- 14.7
COM, ESC, CoR documents	735 372	234 265	119 413	- 49.0
Other paper publications	39 573 176	44 668 804	36 674 405	- 17.9
Other CD-ROM publications	99 024	103 334	720 689 ⁽¹⁾	+ 597.4
Other items (promotional gadgets)	2 729	130 305	797 826 ⁽²⁾	+ 512.3
Total	47 664 761	52 313 061	43 935 726	- 16.0
Individual orders	4 809 395	4 792 388	6 373 650	33.0

⁽¹⁾ This increase is due to only 5 products for a total of 590 544 copies (415 000 for the title of DG RTD: 'Profession chercheur').

⁽²⁾ This increase is due to 2 products for a total of 683 000 copies ('Constitution' post cards in Dutch and German).

Annual stock movements

Again during 2005, efforts have been made to reduce obsolete stocks. Nevertheless, the year closed with an 8% stock increase.

Annual stock movements in millions of copies

	Number of copies			% change 2005/2004
	2003	2004	2005	
Stock on 1 January	40 500 000	35 358 877	35 459 868	+ 0.3
In stock entries	64 412 297	71 256 795	65 809 882 ⁽¹⁾	- 5.6
Out mass distribution	47 664 851	52 313 061	43 935 726	- 16.2
Out individual orders	4 927 811	4 502 823	6 373 650	+ 41.5
Out stock reduction	15 735 147	10 260 551	10 044 479 ⁽²⁾	- 2.1
Out other proposed by the Office	1 324 434	2 992 402	3 313 204 ⁽³⁾	+ 10.7
Stock on 31 December	35 358 877	35 459 868	38 285 867	+ 8.0

⁽¹⁾ All types of entries are taken in account: customer returns, publications grouping (collections), found during inventories, etc.

⁽²⁾ 9 666 625 copies have been recycled following the annual stock reduction plan proposed to the author services and 377 854 copies have been destroyed for various reasons: i.e. manufacturing defects, damaged copies, etc.

⁽³⁾ This total includes 955 248 copies that have been dispatched by internal orders processed for specific actions: exhibitions, urgent processing, last minute addition to existing orders, etc.

Mailing list management

The evolution of mailing list management activities can be found in Annex 3 (Table 13).

The database continued to be used intensively by the Publications Office's clients. During 2005, a major cleaning of obsolete addresses and mailing lists led to a 37% decrease in the number of addresses. The addresses are now continually updated and of such quality as to guarantee postal returns of less than 1%.

2. Sales policy and results

2.1. Sales results

In 2005, the Publications Office issued 2 609 invoices or credit notes for a total amount of 8 356 485 euros, i.e. a decrease of 22% in the number of invoices and a decrease of 7% in revenue compared to 2004 (see Annex 3, Table 23).

The sales income fall of 7% in 2005 is much less important than that noted last year (23.6%). Even if the 'sales' background has not changed compared to last year there is still a fall in the number of subscriptions. The free-of-charge access to the databases continues to have an effect on the results (less licencing contracts in 2005). The sale of 1 439 copies of the provisional 'secondary legislation' CD-ROM in Polish for a net amount of 1 223 150 euros stabilised the situation in 2005.

2.2. Publications

2.2.1. Periodicals

Globally, the total number of subscriptions sold (all types of subscriptions included) decreased by 22.78% between 2004 and 2005.

Subscription figures

Publication	2002	2003	2004	2005	% change 2005/2004
Official Journal:					
— L&C series (paper)	7 310	5 978	5 333	4 107	- 22.99
— L&C series (CD-ROM)	2 269	1 906	1 784	1 565	- 12.28
— CA series (competition)	2 976	2 242	1 500	856	- 42.93
— S series (CD-ROM)	6 294	4 459	3 681	2 836	- 22.96
— Secondary legislation (paper edition)	—	—	373	14	- 96.25
Periodicals other than the OJ	11 405	9 539	8 091	6 664	- 17.64
COM documents	525	245	174	125	- 28.16
Total	30 779	24 369	20 936	16 167	- 22.78

The steady decrease in the number of paying subscribers to the different editions of the Official Journal (L&C paper, L&C CD-ROM, S CD-ROM) continued in 2005.

(a) *Official Journal*

The availability of the Official Journal free of charge on the web continued to show its impact: many clients cancelled their subscription.

Details of the subscriptions, by language, for the L and C series of the Official Journal (paper and CD-ROM editions) and for the OJ S CD-ROM can be found in Annex 3 (Tables 14 and 15).

(b) *Other publications*

In 2005, the number of different types of priced subscriptions to periodicals other than the Official Journal was 18 compared to 22 in 2004. This reduction is the result of a deliberate

decision to discontinue some types of subscriptions for which the number of subscribers was very low (see comments in Annex 3, Table 16).

Detailed figures for subscriptions to periodicals other than the Official Journal are presented in Annex 3 (Table 16).

No periodical other than the Official Journal had more than 1 300 paying subscribers. In fact, only three periodicals had a number of subscribers exceeding 1 000 and for most of the remaining titles, subscription numbers were much lower.

The 10 most sold periodicals (other than the OJ)

Classification order	Title	Number of subscribers		
		2004	2005	% change 2005/2004
1	Bulletin of the EU	1 659	1 279	- 22.90
2	Report of Cases before the Court of Justice	1 649	1 144	- 30.62
3	Cedefop – Vocational Training Bulletin	1 255	1 066	- 15.06
4	European Economy	997	904	- 9.33
5	OHIM Official Journal	897	824	- 8.14
6	Eurostatistics	447	371	- 17.00
7	Community Plant Variety Office Official Gazette	333	303	- 9.01
8	OHIM Bulletin (CD-ROM)	256	202	- 21.09
9	Agriculture - Quarterly Statistics	133	122	- 8.27
10	Statistics in focus	115	104	- 9.57

2.2.2. New titles and best-sellers

During 2005, a total of 1 064 new titles were added to the Publications Office's catalogue, i.e. 75 more than in 2004 (see Annex 3, Table 18).

There were 186 issues of periodicals other than the Official Journal in 2005, against 188 in 2004 (see Annex 3, Table 19).

The following table lists the 12 best-sellers on paper for 2005 by net revenue.

Best-sellers on paper by net revenue

Classification order	Title	Quantity ⁽¹⁾	Net revenue (in EUR) ⁽²⁾
1	Official directory of the European Union (2004)	1 578	31 560
2	Treaty establishing a constitution for Europe — book edition in 20 languages	2 305	23 050
3	XXXIIIrd Report on Competition Policy — 2003	1 099	19 762
4	Official directory of the European Union (2005)	773	15 460
5	Treaty establishing a constitution for Europe (OJ C 310/2004)	408	14 117
6	Regions: Statistical Yearbook 2004	1 003	12 036
7	Eurostat Yearbook 2005	626	11 712
8	Combined Nomenclature 2004 — Annex I (OJ L 327/2004)	876	10 530
9	General report 2004 of the European Union (+ technical annex)	259	8 961
10	Regions: Statistical Yearbook 2005	548	8 768
11	Key data on education in Europe	628	7 536
12	European Union — Consolidated Treaties (February 2003 edition)	627	7 524

⁽¹⁾ All linguistic versions together.

⁽²⁾ Net revenue = discount included.

2.3. Offline products

In 2005, the total amount invoiced for CD-ROM products was 2 503 932 euros, 34.38% more than in 2004.

This clear sales boost results from the sales of the CD-ROM 'secondary legislation' in Polish — a provisional version of this CD-ROM was produced in 2005 in order to satisfy the large number of orders (1 439) pending since 2004 (see Annex 3, Table 20).

2.3.1. Periodicals

For major periodicals on CD-ROM, the number of paying subscribers in 2005 decreased in comparison to 2004:

	<u>2004</u>	<u>2005</u>	
— OJ S CD-ROM	3 681	2 836	– 22.96%
— OJ L&C CD-ROM	1 784	1 565	– 12.28%

2.3.2. Publications on CD-ROM

The following table lists the 12 best-sold CD-ROMs for 2005, by quantities sold. The best-sold CD-ROM is the provisional version of the 'secondary legislation' CD-ROM in Polish, which was produced in order to satisfy the 1 439 orders, pending since 2004.

Best-sellers on CD-ROM by quantity

Classification order	Title	Quantity ⁽¹⁾	Net revenue (in EUR) ⁽²⁾
1	Secondary Legislation – provisional CD-ROM (in Polish)	1 439	1 223 150
2	European Soil database	11	13 200
3	Intra- and Extra-EU Trade CD-ROM — Monthly Data (supplement) No 2/04	7	5 460
4	EUR-Lex Official Journal of the European Union — L & C series	19	4 560
5	Everything on transport statistics	179	2 148
6	Intra- and extra-EU Trade CD-ROM — Monthly Data (combined nomenclature) 12/04 — CD-ROM	5	2 100
7	Intra- and extra-EU Trade CD-ROM — Monthly Data (combined nomenclature) 11/05 — DVD	37	888
8	Intra- and extra-EU Trade CD-ROM — Monthly Data (combined nomenclature) 11/04 — CD-ROM	2	840
9	Detection of genetically modified organisms -DVD	8	720
10	Tourism Statistics Yearbook — 2003 edition	9	639
11	Intra- and Extra-EU Trade CD-ROM — Monthly Data (combined nomenclature) 06/05 — DVD	23	552
12	External trade data — yearly data from 1988 to 2004 — DVD	34	544

⁽¹⁾ All linguistic versions together.

⁽²⁾ Net revenue = discount included.

2.4. Online databases: EUR-Lex and TED

In December 2005, the number of TED licence holders was 96. After the increase of 2004 (108 licence holders), the current number is in conformity with the tendency of the past years. Despite the lower number of licences, the invoiced amount increased by almost 30%, as in 2005 licence agreements were invoiced in advance.

At the end of 2005, the number of EUR-Lex licence contracts was 21, compared to 26 in 2004. The invoiced amount in 2005 is substantially lower than in 2004, due to the new price policy applied.

2.5. Assessment and prospects

During the years 1996 to 1998, the annual total net sales amounted to between 22 and 23 million euros. In 2005, they stood at some 8.4 million euros. Without the exceptional sales of the 'Secondary legislation' CD-ROM in Polish, the net sales would be even lower (7.2 million euros).

The general downward trend in sales observed since 1999 continued in 2005. A decline was observed in sales of all subscriptions to various editions of the Official Journal as well as to periodicals other than the Official Journal.

Concerning the Official Journal, the number of paying subscribers declined by 22.96% for the OJ S CD-ROM and by 12.28% for the OJ L&C CD-ROM.

The current situation is the result of the dissemination policy implemented by the European institutions which promote direct access to updated and free information via the internet sites of the institutions, agencies and other bodies of the European Union.

Compared to a time not so long ago when the purchase of official publications represented the principal means of access to public-sector information, this channel now represents a much smaller means for disseminating such information.

3. Distribution networks

3.1. The network of sales agents

The year 2005 was mainly used for the consolidation of the operating rules between the Publications Office and the members of the distribution network, according to the rights and obligations specified in the distribution contract in force as of 1 January 2005. At the end of the year, the network was made up of 44 sales agents inside Europe (EU25, candidate countries, EFTA) and 12 sales agents outside Europe.

An advisory mission carried out in 2005 by an external consultant led to a detailed examination and documentation of the 'sales process', to the consolidation of the internal management procedures and to the setting-up of control mechanisms to check that the daily transactions are carried out in accordance with the internal control standards.

An important action in this context was the design and the implementation of an 'invoices monitoring system' which led to efficient and appropriate management of the financial accounts used within the framework of the sales process.

3.2. Free-of-charge distribution

3.2.1. Distribution to information relay centres

Information relay centres are facilities created or recognised and/or supported by the European Commission (in particular by DG Press & Communication and DG Enterprise).

At the end of December 2005, the number of relay centres served by the Office was as follows (compared to 2004):

1. *Relay centres receiving publications on a daily basis:*

— Full European Documentation Centres	346	(– 24)
— Specialised European Documentation Centres	188	(– 20)
— Depository Libraries	94	(– 7)
— Limited Depository Libraries	11	(=)
— Euro Info Centres	271	(– 94)
— Europe Direct Relays	398*	(—)

* All ‘Info Points Europe’ and ‘Carrefours’ were closed at the end of 2005. A new network called ‘Europe Direct’ was set up during 2005.

2. *Relay centres receiving only a selection of publications:*

— Public libraries:		
• Denmark	23	(=)
• Spain	39	(=)
• Sweden	268	(=)
• United Kingdom	225	(– 1)

At the request of different author services, numerous publications are disseminated to the Representations and Delegations of the European Commission and the Information Offices of the European Parliament.

The European Reference Centres no longer received free copies on instructions given by the Commission (DG Press).

3.2.2. Orders from officials of the EU institutions and other official bodies

The number of order lines dealt with by the ‘European Union staff orders’ service amounted to 6 213 in 2005, which corresponds to some 28 orders per working day. A further 2 649 replies (approximately 10 per working day) were given to requests for publications. This is less than in 2004 and is certainly due to the launch of EU Bookshop.

3.2.3. Free-of-charge distribution of the Official Journal

OJ L&C paper edition 1 748 (+ 489) copies sent to 708 (+ 15) subscribers, half of which were for European Commission services

OJ L&C CD-ROM	3 826 (+ 1 150) copies sent to 2 211 (+ 1 192) subscribers, mostly Members of the European Parliament. The rise in the number of copies is essentially due to the nine new official languages
OJ S CD-ROM	1 234 copies for 1 145 subscribers (+ 817) in all European institutions

4. Information to the public, marketing and promotion

4.1. Information to the public and customer assistance

4.1.1. Information helpdesk for the public and customer assistance

Information on official publications for the public and customers, and assistance offered to the users of electronic products distributed by the Publications Office are carried out by an external online helpdesk since October 2001.

The helpdesk is promoted on the Office's internet site and on other online services offered by the Publications Office. 2005 showed a further increase (+7.8%) of the number of interventions (36 851 compared to 34 172 in 2004).

In 2005, an important increase in assistance for TED online, the OJ S CD-ROM and SIMAP was recorded (+32.2%) due to the implementation of new standard forms to be used for the publication of procurement notices in the *Supplement to the Official Journal*. Furthermore since its official opening in March 2005, 4% of the requests concerned EU Bookshop. Overall, the requests for information covered the following main themes:

— Assistance for TED online, the OJ S CD-ROM and SIMAP	48.4%
— Requests for information on publications	17.8%
— Assistance for document delivery orders	13.3%
— Assistance for EUR-Lex and the OJ L&C CD-ROM	15.9%
— Assistance for EU Bookshop	4.06%

The figures concerning requests/telephone calls by theme and by mode of reception can be found in Annex 3 (Tables 24 and 25). A list of the ten most frequently asked questions in 2005 can also be found in Annex 3 (Table 26).

4.1.2. Info Point Europe

The Info Point Europe managed by the Publications Office is located in the entrance hall of its premises. The number of requests, covering visitors, telephone calls in 2005 and also e-mails increased by 62.55% (2 622 in 2005 compared to 1 613 in 2004). The increase was also due to the interest in the referenda on the European constitution.

Being also a distribution point, 42 000 copies of free publications and 11 500 copies of competition OJs were handed out in 2005 at the Info Point. In 2004, these numbers were 40 000 and 20 000 respectively.

4.2. The Publications Office on the Internet

The Publications Office's internet site (publications.eu.int) continued to provide general information about the Publications Office, its services and events. The vast majority of the contents, the static pages, are online in the 20 official languages, whereas selected information such as press releases is usually provided in English, French and German.

A section on CORDIS and another on tenders have been added to the site, and the 'About us' section has been refurbished. Other updates in 2005 included the organisation chart and 'Tools and manuals'.

A review of the website's design was initiated at the end of 2005 and is expected to be finished by July 2006.

With the aim of improving the performance of its online services, the Publications Office put in place in 2005 external monitoring of the EU Bookshop and EUR-Lex websites.

4.3. Newsletter

Two issues of the Publications Office Newsletter were published in 2005, in English, French and German. The main article in issue No 1 was an interview with Commissioner Ján Figel', whereas issue No 2, in a slightly modernised design, concentrated almost exclusively on the Publications Office's online services, in particular EU Bookshop.

The Newsletter has a print run of 145 000. 61 000 subscriptions make up slightly more than half of the number of copies distributed.

4.4. Promotional activities

In 2005 the number of promotional activities organised by the Office increased considerably. In addition to its participation at two major exhibitions, the Frankfurt Book Fair (19-23 October 2005) and Online Information (29 November-1 December 2005), the Office organised information stands at a variety of other events. A complete overview is given in Table 28 of Annex 3.

As 2005 was marked by the official opening of EU Bookshop considerable effort was devoted to its promotion, in addition to the overall promotion of the Office's publications and online services at stands.

Following EU Bookshop's opening in March, some 230 information notes and press releases were sent in March-April to institutional decision-makers and information multipliers. 1 800 personalised letters to the members of the European Parliament, Committee of the Regions and European Economic and Social Committee were sent in September-October to inform them about EU Bookshop. An EU Bookshop fact sheet was published in 20 languages.

Furthermore, in November-December 2005 a newspaper publicity campaign was organised to promote EU Bookshop. This action covered 13 Member States and included newspapers such as *ABC*, *Le Figaro*, *Frankfurter Allgemeine Zeitung*, *Gazeta Wyborcza*, *Il Corriere della Sera*, *Metro* and *The Times*. EU Bookshop was also advertised in the Official Journal as well in the Newsletter of the Publications Office and in Infoforum, the Bulletin of the European Union Publishers Forum.

Also during 2005, 10 specific presentations on EU Bookshop were given to a number of important stakeholders, i.e. the services of the Commission, other Institutions, the Agencies and bodies of the EU, the European Documentation Centres and the Euro Info Centres.

As for the other electronic services of the Office, new flyers and other material were produced in order to reinforce their promotion. Overall, the Office produced 13 new promotional leaflets in 2005. 372 000 copies of these were distributed on request and through mailing lists to approximately 41 000 subscribers (sales agents and individuals).

Furthermore the Office disseminated in 2005 a total of 64 000 copies of various catalogues (see Annex 3, Table 29):

- Key publications catalogue,
- Eurostat catalogues and Statistical References,
- Cedefop catalogue.

The mailbox on the Publications Office's website giving users the possibility to order promotional material published by the Office generated 1 797 requests in 2005.

The Office organised three press conferences relating to the following subjects:

- visit of Ján Figel', EU Commissioner for Education, Training, Culture and Multilingualism and responsible for relations with the Office, to the Publications Office (21 January 2005);
- the launch of the Office's EU Bookshop website with the Commissioner Ján Figel' (10 March 2005);
- the presentation of the publication 'Fifty Years of the European Coal and Steel Community 1952-2002' (18 November 2005) by Professor Mioche.

The Office disseminated on request 27 publications for book reviews in specialised magazines.

The Office also promoted its activities, publications and services by organising, on its premises, 16 presentations (in German, English and French) to groups of visitors representing students and professional organisations (see Annex 3, Table 30).

4.5 Marketing operations

Marketing activities were limited to routine actions, i.e. small-scale market surveys within the sales office network and regular information about new marketable publications through the monthly Sales Network Bulletin and 'just published' leaflets.

5. Copyright and coedition

The number of copyright requests increased by 19% in 2005 compared to the previous year (730 requests in 2005, 613 in 2004). The Publications Office pursued its actions to increase the awareness in the respect of third-party copyright and the necessity to reinforce the protection of the European Communities copyright, and prepared various standard documents (licences, straightforward replies, etc.) and also several informative and explanatory documents for the attention of the author services (contribution to the Information Providers Guide or to the intranet).

Invoicing for royalties amounted to 76 294.46 euros in 2005 (coedition, copyright, other). A total of 71 151.55 euros were invoiced for royalties pertaining to copyright permissions.

5.1. Licence agreements

In total 79 licence agreements were signed in 2005, 16 of which covered translation rights (44 and 23 respectively in 2004). Additionally, 54 licences were granted by way of letter.

5.2. European Union Publishers Forum

At the end of 2005, the Forum counted 509 'Full Members' (+ 15.9% compared to the previous year), 19 of which originated from the accession countries, and 38 were 'Guest Members' (publishers from outside the EEA).

The terms of the standard Forum licence have also been revised.

A working party, composed of 10 members, was set up with the aim of revising the Forum operational mode, and it met three times in Brussels (26 January, 9 March and 10 June 2005).

The annual meeting at the Frankfurt Book Fair took place on 20 October 2005.

The two Forum Bulletins, the catalogue and a leaflet were published on schedule, under a new graphical design and with new content.

5.3. Coeditions

A new coedition contract was negotiated and signed in 2005 for the production of paper publications with Palgrave–Macmillan Publishers. One contract, already negotiated and finalised in 2004, was still on hold at the end of 2005.

One coedition was produced during the course of the year with Cambridge University Press. The author service concerned was the Commission's Directorate-General for Economic and Financial Affairs.

V – Financial and administrative management

- 1. Commission Reform:
impact on the Publications Office**
- 2. Procurement and contracts**
- 3. Budgetary accounts**
- 4. Commercial accounts**
- 5. Personnel management**

1. Commission Reform: impact on the Publications Office

The effect of the introduction of the new Staff Regulations concerning contractual agents started to be felt in 2005. No new auxiliary contracts were issued after November 2004, and all new contracts signed in 2005 were thus for contractual agents.

The Office contributed actively to the first review of the Financial Regulation, and explored other possibilities within the existing legal framework to speed up the payment of invoices. The first co-delegation allowed the Office to pay publication invoices on commitments made by an author service. More co-delegations are foreseen for 2006.

2. Procurement and contracts

2.1. Tender procedures

The results of the tender procedures are summarised below by type of procedure involved:

2.1.1. Open procedures concluded 24

Procedures concluded with contract award:

	Number of procedures	Number of lots	Total amounts (euros)
Framework	14	21	18 208 298.28
Framework 'à façon'	1	1	1 500 000.00
Framework 'en cascade'	4	13	47 344 918.52
Direct contract	3	3	11 011 248.00
Total	22	38	78 064 464.80

Procedures concluded without contract award: 2

2.1.2. Negotiated procedure concluded 1

Of which new contract established: 1

The amount of the contract established following the negotiated procedure is 97 850 euros.

2.1.3. Restricted procedures 1

The amount of the contract established following the restricted procedure is 28 100 euros.

2.2. Contract management

The activity relating to services and supplies contract management can be summarised as follows:

	2003	2004	2005
New contracts established	58	57	57
Amendments to existing contracts established	63	57	59

Type of contract	Number of contracts
Framework	17
Framework 'à façon'	6
Framework 'en cascade'	21
Direct contract	8
Framework ADMIN-OP ⁽¹⁾	3
Commercial agreement with sales agents ⁽²⁾	2
Total	57

⁽¹⁾ ADMIN-OP: contract cosigned by the Office but prepared by another DG.

⁽²⁾ Contract of commercial dissemination.

The Publications Office managed 294 contracts as of 31 December 2005.

3. Budgetary accounts

3.1. Overall budgetary implementation 2005

In 2005, the overall budget managed (totals committed on all types of appropriations, except where otherwise stated) by the Publications Office amounted to a total of 162.45 million euros, of which 126.61 million euros came from the budget items formally delegated to the Office, and 35.84 million euros from appropriations from the institutions' budgets. This compares to an overall total in 2004 of 201.57 million euros, of which 167.37 million euros came from the budget items formally delegated to the Office, and 34.20 million euros from appropriations from the institutions' budgets. The difference is due to lower commitments on the CORDIS, OJ L&C and OJ S budget items.

3.1.1. Appropriations for which the Director of the Publications Office is authorising officer by delegation

Totals may show divergences due to round-offs.

(in million euros)

Budgetary reference (section III — Commission)	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
02.03 01 00	Research and Innovation	3.972	88.21	6.145	71.64
26.01 09 01	Publications Office	81.070	93.79	76.569	78.08
26.01 10 01	Consolidation of Community law	1.999	86.90	2.184	56.41
26.01 11 01	Official Journal of the European Union	19.995	65.57	23.034	54.99
26.02 01	Procedures for awarding and advertising public supply, works and services contracts	19.575	57.02	25.426	72.42
	Total	126.612	80.10	133.359	71.12

3.1.2. Appropriations for which the Director of the Publications Office is authorising officer by subdelegation

In 2005 the only subdelegations received were from the Commission's DG Enterprise, and only concerned payment appropriations, including final payments on CORDIS-related subdelegations.

(in million euros)

Budgetary reference (section III — Commission)	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
02.01 05 03	Other management expenses for research — experts meetings and missions	—	—	0.024	100.00
02.02 04 02	Completion of previous IDA programmes	—	—	0.697	96.39
02.03 04 02	Completion of the fifth EC framework programme (1998 to 2002)	—	—	0.468	93.56
	Total	—	—	1.188	95.32

3.1.3. Appropriations for which the Director of the Publications Office is authorising officer by co-delegation

Budgetary reference	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
Title 07	Heading of DG Enterprise	—	—	—	—
Title 08	Heading of DG Research	—	—	—	—
Title 29	Heading of Eurostat ⁽¹⁾	—	—	0.092	42.45
	Total	—	—	0.092	42.45

⁽¹⁾ 29.02 01 00 Statistical information policy: subdelegation received on payment appropriations only.

Tables 31 to 34 in Annex 3 show the implementation of the commitment and payment appropriations and the appropriations remaining to be settled for the financial year 2005. Table 35 (chart) show the overall breakdown by institution of the Publications Office costs for 2005.

3.2. Management of the budget on behalf of the institutions

In addition to the resources delegated to the Director of the Office from the Commission's budget, the Publications Office called on the financial resources of the institutions for the payment of 35.84 million euros during the financial year 2005.

Detail of the payments carried out:

<i>Management of the budget on behalf of the institutions</i>	<i>(in million euros)</i>
— Official Journal appropriations from institutions other than the Commission (total paid by the Commission, and re-invoiced to the institutions in 2005)	21.442
— by the institutions for publications for which the Office gives the technical approval	<u>14.400</u>
Total	35.842

<i>Recovery orders issued by the Office</i>	<i>(in million euros)</i>
Recovery orders:	14.309

The recovered amounts enter into the budget as assigned revenue in the corresponding budget headings (see detail by budget line in Annex 3, Table 39). This compares to a total value of 11.181 million euros in 2004.

These recovery orders concern:

- expenses met for third parties, in particular storage and dissemination costs of the institutions;
- sales revenue which is allocated to the budget items for which the Director of the Publications Office is authorising officer by delegation.

4. Commercial accounts

4.1. Operating results

Tables 40 and 41 in Annex 3 list the detail of the commercial activity to 31 December 2005 and of the operating accounts for the financial year 2005.

It should be noted that the amount included to provide for doubtful debts was decreased by 139 301.86 euros in 2005 and stands at 471 703.99 on 31 December 2005.

4.2. Sales revenue

Net sales revenue received amounted to 8 264 374.79 euros in 2005, compared to 9 463 298.46 euros in 2004. The breakdown by institution is given in Annex 3, Table 22. For details on invoiced sales by type of product in 2003, 2004 and 2005, see Table 23.

5. Personnel management

5.1. Personnel

5.1.1. Officials

For 2005, the budgetary authority approved the Publications Office's request of 81 new posts (mainly B* officials) to cover the needs rising from the largest enlargement ever especially in the linguistic fields.

The total number of statutory posts increased on 1 January 2005 from 536 to 635 (see Annex 3, Table 42). In addition 6 posts were used as compensation for part-time work.

Ten new posts had been authorised and published in 2004 to recruit A* category officials from the ten new Member States. These posts were filled by laureates of general EPSO competitions during 2005.

With the publication of reserve lists for informatics experts, a number of posts requiring specific skills could be filled by officials.

Two new directors took up duty in 2005, one of whom is a woman. Three heads of unit were appointed, one from a new Member State and two women (see also 5.1.4. 'Gender balance').

Recruitment was thus the major activity in the management of human resources in 2005. 136 officials joined the Office by way of appointment as probationer officials or by way of transfer (20 officials from services within the Commission and 2 officials from other institutions). Three officials were nominated to a superior category.

Following the decision in September 2005 to abandon all offset and finishing activities, 16 officials were redeployed. To provide assistance to the personnel concerned, an accompanying committee was set up in September (see point 5.2). Redeployments became effective at the beginning of 2006.

5.1.2. Temporary agents

Eight temporary contracts were granted in 2005 for jobs for which no reserve list existed or for which competitions were in progress.

The Publications Office may need to use this type of contract to recruit secretaries because of the lack of candidates with secretarial skills on the available reserve lists.

5.1.3. Auxiliary agents and contract staff

Contracts for auxiliary agents gradually ceasing to exist, only 13 auxiliary agents remained at the end of the year and, instead, 32 persons were engaged as contractual agents of whom 22 are proofreaders for Bulgarian and Romanian, employed to prepare the enlargement due on 1 January 2007.

5.1.4. Gender balance

One woman was appointed director and two women heads of unit in 2005.

On 31 December 2005, 51% of all officials in the Office were women.

Among A* category officials, 28% were women. In 2005, the Publications Office recruited 10 women as administrators (compared to 12 men).

In B* category, 58% were women, which was more than one year earlier (53% on 31 December 2004). Among C* grade officials, 55% were women. The corresponding figure for D* grade officials was 10%.

As a whole, the percentage of women in staff increased from 47% to 51% during 2005.

Grade and gender				
	31.12.2004		31.12.2005	
	female	male	female	male
A*	27%	73%	28%	72%
B*	53%	47%	58%	42%
C*	52%	48%	55%	45%
D*	12%	88%	10%	90%
Total	47%	53%	51%	49%

5.1.6. Selection of personnel

In collaboration with EPSO, the Publications Office organised competitions for proofreaders and production officers in all 20 official languages. Ten competitions were completed in 2004.

During 2005, the ten remaining competitions were completed and the reserve lists were published in the Official Journal: Portuguese and Slovak (March), German, Greek and Polish (April), Czech, Estonian, Hungarian, Maltese and Slovenian (July).

Three new competitions were advertised in 2005, Bulgarian, Irish and Romanian, and three more will be advertised in the beginning of 2006, English, Latvian and Maltese.

To be able to handle tasks linked to pre-accession (mainly the production of the secondary legislation in the official languages of the candidate countries), the Publications Office had to establish selection tests to recruit proofreaders for Bulgarian and Romanian. These tests were organised in Luxembourg as well as in Bucharest and Sofia.

The Office examined 1 053 applications (634 from Bulgarian citizens and 419 from Romanian ones). In total, 412 candidates took part in the selection tests of whom 51 were successful (12.38%).

5.2. Social dialogue

Throughout 2005, the Office pursued its collaboration with the Local Staff Committee, in particular through regular meetings in the presence of the Office's Director-General and Resources Director. These meetings allowed exchanges of information as well as prior discussion on sensitive measures which may affect the Office's staff.

In particular, the following points were addressed:

- the Office's budget and the evolution of its organisational structures,
- recruitment in general and, in particular, of middle managers,
- the follow-up of major administrative procedures such as the career development review, promotion as well as, for the first time, attestation and certification.

More sensitive issues such as the Parliament Resolution on the political responsibility of inter-institutional bodies ('Casaca resolution') and the redeployment of staff assigned to the offset and finishing sections of the Office's print-shop were followed regularly.

In the case of redeployment, an 'accompanying committee' was set up. It included a head of unit/director of the Office and a staff representative appointed by the Local Staff Committee. This committee carried out its tasks within the set deadlines to the satisfaction of both the Office's management and the staff concerned.

5.3. Training

5.3.1. Strategic Training Plan

Though no formal strategic training plan was approved in 2005, the training section organised 85 actions.

Particular attention was given to new colleagues recruited during the year with a view to ease their induction in their services.

In autumn 2005, the Office set up a 'welcome desk' function and appointed a full-time official for this task. This function gives newcomers a contact person at their arrival at the Office who will help them with all administrative procedures and induction in the services. This function will undoubtedly need to grow in the future.

5.3.2. Participation in training actions

In 2005, the staff took part in 5 516 training days. The year-average per staff member is 10.25 days distributed as follows:

- General domain 5.1 days
- Linguistic domain 4.2 days
- IT domain 0.95 days

These figures do not include on the spot training. In other terms, the Office exceeded the Commission targets in the general and linguistic domains.

The Office organised locally 38% of the training in the general domain and around 26% of the training in the IT domain.

The Office committed a total amount of 121 764 euros on its own budget.

The main training actions organised locally in the editorial domain were:

- Techniques informatisées de l'édition (40 participants);
- Édition électronique du Journal officiel (50 participants);
- Systèmes d'identification des documents (40 participants);
- Digital Object Identifier (25 participants).



VI – Infrastructures

- 1. Facilities management**
- 2. Document management**
- 3. Supporting resources**
- 4. Information technology**
- 5. Project management**
- 6. IT security**

1. Facilities management

As regards the facilities management, the year started with the abandoning of the Paul Wurth prefabricated temporary building, and the occupation of the 'Espace Fischer' building which was effective on 1 April 2005. This new building provides better work conditions for the staff and minimizes disruption in communications because of its proximity.

Different scenarios were analysed and discussed in terms of space management and the setting up of the various services in view of the arrival of new colleagues, the creation of a new Directorate and the reorganisation of the units.

Some renovation work in the Mercier building was completed by the creation of several meeting rooms and offices on the 1st floor, offering better work conditions and improved use of the available space.

2. Document management

The 'General services' section was reorganised in 2004 and the document management officer (DMO) was integrated and given responsibility for the CAD/Adonis and the physical archives. An analysis paper was produced beforehand and discussed in the newly created group for the archives within the Publications Office. The opportunity to modernise archive management by using new specialised software was investigated and studies are still in progress.

3. Supporting resources

In 2005, the service desk received 14 132 calls related to IT or General Services (compared to 14 288 in 2004, 11 521 in 2003).

About 600 persons moved office in 2005, in two major phases: in April (evacuation of the Paul Wurth building and move from and to Mercier and Espace Fischer buildings), and in September-October (reorganisation of directorates and units in the Mercier building).

4. Information technology

In 2005, the Exploitation section (central servers and telecommunications facilities) provided a high-quality central data-processing architecture which has enabled a high level of availability for the IT services and applications. The data network and the voice facilities (telephones, voice mail, visio-conferences...) have provided an evolving service, adapted to the growing needs of the Publications Office. In particular, the network and voice equipments of the new Fischer building and of the renovated 1st floor of the Mercier building were put in place in timely fashion.

On the server side, simplification and harmonisation were key topics in 2005. Old servers were eliminated and the consolidation of new, more reliable and better structured data storage has progressed. Thanks to the DIGIT hosting the old BS2000 server, the legacy applications have been supported (Gescom, SAGAP, Planning).

Major projects were installed on the Office's infrastructure and regular monitoring and control has allowed improvement of the quality of service as seen from the end-user's point of view. One such project is Plan-Publi, put into production at the end of 2005, with the transfer of all the publication files from the Planning application.

A back-up site for the computer centre was prepared and will be in operation at the beginning of 2006, following the definition of the architecture, the acquisition of servers and the choice of a remote data room.

5. Project management

At the beginning of 2005, the official launch of the new Internet portal for publications of the European institutions, EU Bookshop, took place. Two new releases of the site were developed in 2005 in order to improve and to enhance the performance, ergonomics and functionality of the site.

A new and improved production follow-up system was constructed and put into production in November. Plan-Publi will entirely replace the existing application Planning in early 2006. The system was built on the basis of Documentum, a standard document management software. The Plan-Publi project necessitated also the development and modification of some related applications.

The production system for preparation of the legislation in force, Plan-JO-DD, has been adapted in order to be able to support the planned enlargement of the European Union in 2007 (Bulgaria and Romania).

A call for tender was prepared and launched in 2005 and the contract was signed in December 2005 for the migration of the Gescom application into a UNIX system. The end of the project is planned for October 2006.

SAGAP, the addresses management application, will be replaced by a new application based on off-the-shelf software. A call for tender was prepared in 2005 and it was launched at the beginning of January 2006.

Also, during 2005, the project management section was deeply involved in the elaboration and evaluation of several important calls for tender, mainly 'IT Services — Software development and maintenance, system administration, technical support, consulting', 'MISAGE — technical migration of GESCOM', 'G2A — Software for the management of subscriptions, mailing lists, addresses and distribution planning & routing', 'SEI-JOS — development and maintenance of a production follow-up system for the Official Journal, S series', 'PLAN-JO — development and maintenance of a production follow-up system for the Official Journal', 'EUDOR — Archiving and dissemination of electronic documents and related services'.

6. IT security

No serious incidents requiring reporting to the Security Directorate occurred in 2005. New procedures concerning a continuous patch management to ensure the workstation/server security were enforced.

Existing contingency plans were tested in cooperation with the services concerned. Further contingency plans were outlined for other Office processes.

The security evaluation for the set-up requirements of the back-up site for the computer centre was completed to enable the project to proceed.

VII – Central management services

- 1. Internal audit capability**
- 2. Evaluation**
- 3. Financial control**

1. Internal audit capability

1.1. Activities

In 2005, the Internal Audit conducted a transitional audit programme primarily focused on assisting with the implementation of the action plans related to the audits performed in 2003 and 2004.

Thus, appropriate follow-up was given to the recommendations addressed to the Office's Internal Audit resulting from the 'IA Quality Review' performed by the Commission's Internal Audit Service (IAS) in 2004. In particular, by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.

In this framework, at the request of the Director, the IA proceeded to a detailed analysis of the inscriptions in the Publications Office's Register of Exceptions. As a result of the recommendations formulated, new guidelines were given to the services in relation with the implementation of Internal Control Standard No 18 (reporting exceptions) and with the management of provisional commitments.

At the request of the Commission's Secretary-General, IA performed in 2005 a preliminary study on the Office's document management policy.

The IA also completed the documentation of its main processes and performed its own 2005 risk exercise as well as coordinating with Price Waterhouse an Office wide risk analysis.

1.2. Advisory tasks

Of the major projects conducted in the Office during the year 2005, the IA advised on the following:

- internal control standards,
- establishment and documentation of new procedures for the sales activities and related accounting rules,
- simplification of financial workflows,
- new Commission accounting rules and cut-off methodology,
- the Official Journal's budgetary management.

1.3. Risk assessment exercise

For the fourth time, the IA assisted the Office's management in performing a risk assessment exercise. Some 40 staff participated in the exercise and many contributions were added to the Office's risk database.

This exercise with wide participation brought to light and articulated widely differing assessments as to the nature of risk, and this will be part of the ongoing work programme in 2006.

2. Evaluation

2.1. Evaluation activities

In 2005, evaluation activities focused on two areas:

- the use of FORMEX (electronic exchange format) in the publication activities of the Official Journal of the European Union (this evaluation was under way at the end of 2004 and was finalised during 2005),
- the interinstitutional evaluation of the offset printing and finishing activities of the Parliament (Luxembourg), the Committee of the Regions and the European Economic and Social Committee, the OIB and OIL (Infrastructures and Logistics Offices, Brussels and Luxembourg) and the Office print-shops.

2.2. Main conclusions

2.2.1. Offset printing and finishing activities of the print-shop

Following the evaluation of the Office's print-shop realised in 2004 which proposed a search for more synergies, a deeper analysis was extended to the European Parliament (Luxembourg), the European Economic and Social Committee and the Committee of the Regions, the Offices for Infrastructure and Logistics in Brussels (OIB) and in Luxembourg (OIL) print-shops.

In this new study, different proposals and orientations were described in the conclusions. The aspect of increased cooperation and better use of complementarities between the different services of the different institutions were taken into consideration. The evaluation proposed to the responsible authorities different ways for examining the potential restructuring of these activities and services.

With regard to the Office, taking into account the conclusions and in relation to its mission, which is not to simply produce Community publications but to publish them in the most professional, effective and economic way, it was decided to phase-out by mid-2006 the 'offset' activities of its print-shop, maintaining the activities related to prepress work and to digital printing.

The study also concluded that cooperation between the different institutions' print-shops was desirable. A group chaired by the OIB is now to convene regularly with a view to setting up the best possible global management by increasing collaboration and coordination. The Office will take part in the activities of this group.

2.2.2. Use of FORMEX

The analysis of the use of the FORMEX file-structuring format in the editing process of the Official Journal of the European Union highlighted the need for more interinstitutional integration of the different approaches and production systems of the documents to be published in the OJ. Some guidelines based on recent and upcoming technological evolutions are also being developed.

FORMEX undeniably has many technical advantages, especially since the arrival of XML (eXtended Mark-up Language), but is not sufficiently exploited in all phases of production of the documents published in the OJ (development of a more complete XML production system). The technology being currently stable and well accepted and adopted by the professionals of the sector, it is necessary to progress towards an integrated system or more compatible XML production methods in all phases.

The process of production of the texts published in the OJ by the various institutions is not sufficiently seen as a whole, i.e. a complete process with various successive participants and with various purposes. The development of the production systems in the various institutions towards a more integrated or at least towards a more compatible system should be considered, in particular regarding the XML format (possible implications for the production system or the organisation of the different services of the various institutions and new needs in terms of the participants' training).

The question of upstream integration of the text production process is common to most national official gazettes and a working party under the aegis of the Forum for Official Gazettes is to examine possible modalities in 2006.

3. Financial control

During the first months of 2005 the section had to work with reduced staff (due to mobility, maternity leave, etc.). This problem was gradually resolved by July 2005.

3.1. Ex-ante controls

The Office introduced 7 496 transactions in SI2 (the Commission's financial system): 1 652 commitments, 5 499 payment orders and 345 recovery orders. This represented a 13.7% increase compared to 2004. Financial control selected by sampling (DICE system) 1 842 transactions (+19% compared to 2004): 540 commitments, 1 236 payment orders and 66 recovery orders.

Financial control made 602 observations, hence 32.7% of the transactions were rejected. Compared to 2004 when 50.4% transactions were rejected, this represents a quality increase.

The types of problems found are:

- treatment time longer than authorised,
- a posteriori commitments and payments,
- missing, inaccurate or inappropriate supporting documentation,
- non-application of procedures.

Financial control also examined transactions pertaining to sales revenue.

In the context of a simplification of the procedures, the Director of the Office decided that ex-ante control (second level) of payments close on 1 December 2005.

3.2. Ex-post controls

An ex-post control of 2005 transactions pertaining to the paper publications and multimedia products ordered by institutions other than the Commission, was conducted between the end of October and mid-December. Two activities were examined: the recovery of costs paid by the Office, and the processing of invoices related to publications and multimedia products.

All recovery orders (30) were examined and in all cases the procedure was applied correctly.

The Office processed 380 invoices for paper publications and 40 invoices for multimedia products. Financial control examined 103 files for publication invoices and 19 for multimedia

product invoices. A number of internal control weaknesses were identified related to the quality of the files documenting the transaction, follow-up, archiving, etc. The final conclusions are due by the end of February 2006.

3.3. CAM (Comité des achats et des marchés)

Financial control is a member of the CAM. During 2005, 39 files (calls for tender, prolongations, etc.) were examined.

3.4. Other activities

On the basis of its findings, financial control organised feed-back meetings with the different financial teams and provided assistance when needed. It also assisted in the updating and simplification of financial procedures decided by the Resources Director.

Financial control participated in the meetings of the Ex Post Control Network organised by the Commission's Budget Directorate-General.

Annexes

**Annex 1 Publications Office organisation chart
at 31 December 2004**

**Annex 2 Interinstitutional committees and
subcommittees**

Annex 3 Tables and graphs

**Annex 4 Balance sheet and profit-and-loss
statement**

Annex 1 — Publications Office organisation chart at 31 December 2005

Director-General T. L. CRANFIELD

Assistant to the Director-General V. BOCK

Adviser (responsible for the secretariat
of interinstitutional committees and
of the Forum of the Official Gazettes) A. BERGER

Reporting directly to the Director-General:

1. Central Management Services J. DOGGEN

2. Author Services S. BRACK

Directorate R — Resources

Director B. M. REYNOLDS

1. Human Resources L. CECCARELLI

2. Calls for Tender and Contracts A. CARNEIRO

3. Budgetary Cycle and Accounting J. LOWERY-KINGSTON

4. Infrastructures F. DÖLL

Directorate A — Official Journal & Access to Law

Director (acting) Y. STEINITZ

1. EUR-Lex P. BERTELOOT

2. Production Coordination Y. STEINITZ

3. Quality Control W. KAŁAMARZ

Directorate B — Publications & Dissemination

Director D. SAFFAR

1. Publications R. GOLINVAUX

2. Multimedia Ph. LEBAUBE

3. Dissemination M. LANGLAIS

4. CORDIS K. KÖNIG

Annex 2 — Interinstitutional committees and subcommittees

The Publications Office holds the secretariat of the committees and subcommittees listed below. They were set up by decision of the Office's Management Committee, to which they report. Apart from the Group 'Exchange of electronic documents' (E-doc) which was cancelled by the Management Committee via written procedure on 13 April 2005, the list of committees contained in the 2005 Management Report has remained unchanged.

The Management Committee considers that the work carried out by these committees and subcommittees is vital for the progress of the Office's various projects.

The Management Committee also sets up ad hoc groups as and when the need arises. Their composition varies according to the subject-matter to be dealt with. At present, two such groups are in operation, one working on the responsibility for the Office in the discharge procedure, and the other on the future of the Official Journal. They will cease functioning when the matter will have been satisfactorily addressed.

Groupe interinstitutionnel Lex (GIL)	
<i>Participating institutions</i>	<ul style="list-style-type: none"> — the Institutions represented in the Management Committee — the European Investment Bank — (as observers) the Chairman and the Troika of the Council Working Party on Legal Data Processing (GIJC)
<i>Chair</i>	<p><i>Name:</i> Gielen, Baudoin <i>Institution:</i> Court of Justice <i>Tel.:</i> (352) 4303 2272 <i>Mail:</i> Baudoin.Gielen@curia.eu.int</p>
<i>Change of chairmanship</i>	Every year, in March (after the meeting of the Management Committee)
<i>Terms of reference (summary description)</i>	Steering committee for the development and operation of the CELEX and EUR-Lex systems and for the Directory of Community legislation in force
<i>Date of first meeting</i>	23.9.1999
<i>Frequency of meetings</i>	4-6 times per year
<i>Number of meetings in 2005</i>	2
<i>Main subjects treated in 2005</i>	Assessment of the first six months of EUR-Lex; re-use of EUR-Lex data; access to consolidated texts and to the codification projects; EUR-Lex and the enlargements; assessment of the cooperation with the Court of Justice — precocious access to the jurisprudence; future of EULEX and PreLex — take-over of PreLex by the Office; helpdesk activities; ad hoc technical working groups; update of EUR-Lex; quality guarantee; statistical issues; N-Lex (former Nat-Lex); LexAlert; web services; access to the national implementation measures

Consolidation Group	
<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Publications Office
<i>Chair</i>	<i>Name:</i> H.-G. Crossland <i>Institution:</i> European Commission <i>Tel.:</i> (32-2) 295 57 46 <i>Mail:</i> Hans-Gerald.Crossland@cec.eu.int
<i>Terms of reference (summary description)</i>	Steering committee for the consolidation work carried out by the Publications Office
<i>Date of first meeting</i>	mid-90s
<i>Frequency of meetings</i>	3 times per year
<i>Number of meetings in 2005</i>	4
<i>Main subjects treated in 2005</i>	<ul style="list-style-type: none"> — Consolidation: production and financial balance — Simplification of Community law and codification — Consolidation: daily consolidation — Consolidation backlog 9 new languages — Financial balance — Consolidation: priority list for consolidation in the new languages, status for consolidation in the new languages and statistics for daily and backlog consolidation — Codification

Eurovoc Steering Committee	
<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Publications Office
<i>Chair</i>	<i>Name:</i> D. Toornstra <i>Institution:</i> European Parliament <i>Tel.:</i> (352) 4300 42138 <i>Mail:</i> Dtoornstra@europarl.eu.int
<i>Terms of reference (summary description)</i>	Steering committee for the development and operation of the multilingual Eurovoc thesaurus
<i>Date of first meeting</i>	12.10.1999
<i>Frequency of meetings</i>	twice a year
<i>Number of meetings in 2005</i>	1 (2.6.2005)
<i>Main subjects treated in 2005</i>	Thesauri collaboration, licences, interinstitutional cooperation, budget and human resources, Eurovoc websites: dissemination and maintenance, translations, 2006 Eurovoc Conference

Eurovoc Maintenance Committee	
<i>Participating institutions</i>	Same as 'Eurovoc Steering Committee'
<i>Chair</i>	<p><i>Name:</i> A. Bartolini (OPOCE)</p> <p><i>Tel.:</i> (352) 2929 42768</p> <p><i>Mail:</i> andrea.bartolini@cec.eu.int</p>
<i>Terms of reference (summary description)</i>	Execution of development and maintenance work
<i>Date of first meeting</i>	1.10.2000
<i>Frequency of meetings</i>	2-3 times per year
<i>Number of meetings in 2005</i>	1
<i>Main subjects treated in 2005</i>	Assessment of version 4.1 and integration of the new languages; time schedule for 2005 and planning of the work to be done; discussion on the proposals for version 4.2

Interinstitutional Directory Drafting Committee	
<i>Participating institutions</i>	Institutions which publish their organisation charts in the Official Directory of the European Union
<i>Chair</i>	<p><i>Name:</i> M. Vlietinck (OPOCE)</p> <p><i>Tel.:</i> (352) 2929 42712</p> <p><i>Mail:</i> michel.vlietinck@cec.eu.int</p>
<i>Terms of reference (summary description)</i>	Editorial committee for the operation of the Official Directory of the European Union (paper and internet editions)
<i>Date of first meeting</i>	1994
<i>Frequency of meetings</i>	1-2 times per year
<i>Number of meetings in 2005</i>	1
<i>Main subjects treated in 2005</i>	<ul style="list-style-type: none"> — Review of introductory texts — Editorial content — Timetable for the 2005 edition

Steering Committee 'Interinstitutional Style Guide'	
<i>Participating institutions</i>	All Institutions represented in the Management Committee
<i>Chair</i>	<p><i>Name:</i> B. Lahure (OPOCE)</p> <p><i>Tel.:</i> (352) 2929 42378</p> <p><i>Mail:</i> Bernard.Lahure@cec.eu.int</p>
<i>Terms of reference (summary description)</i>	<p>Steering committee (composed by jurists-linguists and members of the translation services): coordination in order to create and maintain the style guide in all official languages</p> <p>The following working groups have been set up:</p> <ul style="list-style-type: none"> — 1 working group per language — working group 'Currencies, countries, languages'
<i>Date of first meeting</i>	February 1992
<i>Frequency of meetings</i>	Most of the work is done by written procedure; occasional meetings when necessary
<i>Number of meetings in 2005</i>	Several teleconferences in some linguistic subgroups
<i>Main subjects treated in 2005</i>	Protocol order of the institutions, new languages (launching the style guide procedure)

Interinstitutional Committee 'Publications multimédia — Outils et méthodes'	
<i>Participating institutions</i>	All Institutions represented in the Management Committee
<i>Chair</i>	<p><i>Name:</i> Ph. Lebaube (OPOCE)</p> <p><i>Tel.:</i> (352) 2929 42378</p> <p><i>Mail:</i> Philippe.Lebaube@cec.eu.int</p>
<i>Terms of reference (summary description)</i>	Drafting of recommendations concerning the development of tools and methods; drafting and updating of the 'Vade-mecum de la publication multimédia'
<i>Date of first meeting</i>	1999
<i>Frequency of meetings</i>	2-3 times per year
<i>Number of meetings in 2005</i>	1
<i>Main subjects treated in 2005</i>	<ul style="list-style-type: none"> — Presentation of the new contracts on multimedia publications (CC 6020 – CC 6024) — Calls for tender launched or under preparation (AO 6031 – AO 6021) — State of play for projects core eServices (Starter Kit Documentum, Web Content Management Open Source)

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Chapter III — Production

Table 1 — Official Journal: number of pages per series during the period 1996 to 2005 (all linguistic versions together)

Series	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
OJ L	215 688	220 012	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827
OJ C ⁽¹⁾	246 996	247 000	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610
<i>of which OJ C E</i>	—	—	—	2 500	38 258	94 941	166 947	135 245	196 127	93 755
CPVO	388	497	518	878	957	1 036	1 428	1 380	2 014	1 526
OHIM	1 900	14 286	60 812	66 768	71 601	87 928	68 116	73 449	1 852	1 505
Other budgetary documents	37 664	35 574	36 212	37 620	40 634	41 261	41 800 ⁽²⁾	50 996	49 566	90 127
Total	502 636	517 369	615 496	563 953	579 314	669 970	705 262 ⁽²⁾	682 889	812 922	828 595

⁽¹⁾ Until 1996, some OJ issues published in the first quarter of the year bore the previous year's date and were also counted during that year. Figures include OJ C A and OJ C E pages.

⁽²⁾ Plus publication in ABB format in German, English and French (1 324 pages per language).

Table 2 — Official Journal: main figures

Series	2004			2005		
	Number of issues	Pages	Pages/issue/language	Number of issues	Pages	Pages/issue/language
OJ L	396	388 286	89	352	409 827	61
OJ C	469	371 204	72	442	325 610	39
<i>of which OJ C E</i>	47	196 127	379	31	93 755	159
OHIM:						
OJ ⁽¹⁾	14	1 852	132	12	1 505	125
Bulletin ⁽²⁾	—	—	—	—	—	—
CPVO ⁽³⁾	8	2 014	252	8	1 526	191
Other budgetary documents	—	—	—	—	3 810	—
PDB	1	27 280	2 480	1	47 633	2 507
DB	1	22 286	2 026	1	38 684	2 036
Total	889	812 922		816	828 595	

⁽¹⁾ Multilingual publication (5 languages).

⁽²⁾ The Publications Office stopped producing this series at the beginning of 2004.

⁽³⁾ Multilingual publication (20 languages).

Table 3 — Official Journal: pages produced, by institution

L and C series (794 issues)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2005	Total 2004	Difference	Relative difference (in %)
Parliament	339	3 619	44 624	3 450	39 395	4 311	9 203	3 721	15 788	7 543	2 204	15 042	149 239	275 486	-126 247	-45.83
Council	11 479	10 511	8 337	4 336	5 979	14 563	9 981	7 967	8 557	14 402	7 468	21 949	125 529	103 497	22 032	+21.29
Commission	17 801	43 362	27 489	28 864	23 665	29 238	29 893	20 301	26 816	45 972	40 795	41 086	375 282	325 010	50 272	+15.47
Court of Justice	1 559	1 121	1 330	2 508	1 520	1 501	1 749	1 521	2 018	1 216	1 551	950	18 544	14 395	4 149	+28.82
European Economic and Social Committee	0	19	1 309	0	2 679	3 268	0	0	4 636	3 021	1 862	0	16 794	13 532	3 262	+24.11
Court of Auditors	772	2 006	1 800	80	1 156	0	448	1 765	0	1 240	7 600	3 380	20 247	9 192	11 055	+120.27
Committee of the Regions	0	920	1 216	0	0	0	1 786	0	1 634	0	0	0	5 556	3 091	2 465	+79.75
Other	101	1 123	263	15 073	2 160	355	875	295	624	120	534	2 723	24 246	15 287	8 959	+58.61
Total	32 051	62 681	86 368	54 311	76 554	53 236	53 935	35 570	60 073	73 514	62 014	85 130	735 437	759 490	-24 053	-3.16

L series (352 issues)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2005	Total 2004	Difference	Relative difference (in %)
Parliament	339	3 368	44 564	1	1 540	895	3 732	1	8 489	3 503	1 121	1 030	68 583	58 155	10 428	+17.93
Council	10 999	7 868	4 426	3 878	4 679	12 355	7 267	4 865	8 443	11 251	6 419	11 281	93 731	80 157	13 574	+16.93
Commission	13 608	19 287	17 435	18 360	16 207	17 846	22 210	12 675	11 881	35 934	15 753	26 910	228 106	240 645	-12 539	-5.21
Court of Justice	0	19	0	0	0	0	0	57	4	57	126	38	301	136	165	+121.32
European Economic and Social Committee	0	19	0	0	0	0	0	0	0	0	0	0	19	342	-323	-94.44
Court of Auditors	160	19	1	0	0	0	0	0	0	0	0	0	180	0	180	+100.00
Committee of the Regions	0	0	0	0	0	0	0	0	0	0	0	0	0	393	-393	-100.00
Other	19	153	0	14 880	1 620	0	0	0	0	21	57	2 157	18 907	8 458	10 449	+123.54
Total	25 125	30 733	66 426	37 119	24 046	31 096	33 209	17 598	28 817	50 766	23 476	41 416	409 827	388 286	21 544	+5.55

Table 3 (continued) — Official Journal: pages produced, by institution

C series (442 issues, including C...A and C...E series)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2005	Total 2004	Difference	Relative difference (in %)
Parliament	0	251	60	3 449	37 855	3 416	5 471	3 720	7 299	4 040	1 083	14 012	80 656	217 331	- 136 675	- 62.88
Council	480	2 643	3 911	458	1 300	2 208	2 714	3 102	114	3 151	1 049	10 668	31 798	23 340	8 458	+ 36.23
Commission	4 193	24 075	10 054	10 504	7 458	11 392	7 683	7 626	14 935	10 038	25 042	14 176	147 176	84 365	62 811	+ 74.45
Court of Justice	1 559	1 102	1 330	2 508	1 520	1 501	1 749	1 464	2 014	1 159	1 425	912	18 243	14 259	3 984	+ 27.94
European Economic and Social Committee	0	0	1 309	0	2 679	3 268	0	0	4 636	3 021	1 862	0	16 775	13 190	3 585	+ 27.17
Court of Auditors	612	1 987	1 799	80	1 156	0	448	1 765	0	1 240	7 600	3 380	20 067	9 249	10 818	+ 116.96
Committee of the Regions	0	920	1 216	0	0	0	1 786	0	1 634	0	0	0	5 556	2 641	2 915	+ 110.37
Other	82	970	263	193	540	355	875	295	624	99	477	566	5 339	6 829	- 1 490	- 21.81
Total	6 926	31 948	19 942	17 192	52 508	22 140	20 726	17 972	31 256	22 748	38 538	43 714	325 610	371 204	- 45 594	- 12.28

Electronic C series (31 issues)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2005	Total 2004	Difference	Relative difference (in %)
Parliament	—	—	—	2 480	37 825	3 340	5 300	3 720	7 280	4 040	—	13 860	77 845	189 948	- 112 103	- 59.01
Council	—	2 480	3 340	—	740	580	1 460	2 570	—	2 540	820	380	14 910	6 179	8 731	+ 141.30
Commission	—	—	1 000	—	—	—	—	—	—	—	—	—	1 000	—	1 000	+ 100.00
Total		2 480	4 340	2 480	38 565	3 920	6 760	6 290	7 280	6 580	820	14 240	93 755	196 127	- 102 372	- 52.20

Table 4 — Invitations to tender published in 2005: breakdown by country

	BE	CZ	DK	DE	EE	GR	ES	FR	IE	IT	CY	LV	LT	LU
European Institutions														
Parliament	61			1										99
Council	37													
EC-Services	1 229	4	16	52	2	22	56	16	44	195	1	2	1	287
EC-Supply	117		3	27		2	6			76				34
EC-Works	10			12			1	2	1	7				5
Court of Justice														49
Court of Auditors														21
Economic and Social Committee	18													
Committee of the Regions	31													
Exchange rates	12													
External development programmes	1 512	1		1	1	8		1		11		1		
BEI											4			85
BERT													5	
ECB	1			37										
European Institutions Total	3 028	5	19	130	3	32	63	19	45	289	5	3	6	580
European Community														
<i>Works</i>														
— Accelerated negotiated procedure				33			3	22	1	2				
— Accelerated restricted procedure	3		1	63			5	13	2	36			1	1
— Competitive dialogue								3						
— Contract award	71	85	38	3 639	2	78	620	3 497	48	431	1	22	18	67
— General information				2				1		9				
— Negotiated procedures	23		2	74				401	8	11				
— Notice of works concessions	8		1	9		9	54	144	1	70	2		3	17
— Notice of works contract awarded by the concessionaire							2	28	1	14				
— Open procedure	327	115	13	7 355	1	209	912	4 347	69	354	5	30	31	287
— Pre-information procedure	46	158	13	1 305	7	23	440	969	62	194		16	43	19
— Restricted procedure	14	33	99	231	2	2	10	589	137	111	1	5	1	13
Works Total	492	391	167	12 711	12	321	2 046	10 014	329	1 232	9	73	97	404
<i>Supplies</i>														
— Accelerated negotiated procedure	1			89		2	9	42	1	23				
— Accelerated restricted procedure	13		9	70		1	6	36	23	696				
— Competitive dialogue			1					3						
— Contract award	290	665	374	1 998	95	147	1 720	8 778	209	1 407	115	366	1 362	27
— General information								7		1				
— Negotiated procedure	27	1	7	192		1	20	651		25		1		1
— Open procedure	669	1 008	321	2 693	88	1 764	2 254	13 274	347	2 214	247	406	792	36
— Pre-information procedure	67	618	25	238	46	131	276	753	86	178		30	178	8
— Restricted procedure	48	33	97	268	1	96	7	664	49	780	2			1
Supplies Total	1 115	2 325	834	5 548	230	2 142	4 292	24 208	715	5 324	364	803	2 332	73
<i>Services</i>														
— Accelerated negotiated procedure	35			109		3	7	71		90				
— Accelerated restricted procedure	8		4	40		19	43	53	24	893	1			
— Competitive dialogue			4	2				7						
— Contract award	318	576	375	1 832	129	144	2 589	11 005	147	2 242	11	268	356	21
— Design contest notice	13	3	24	116		3	49	954	5	56		2	14	11
— General information	2			29		1		6		2				
— Negotiated procedure	161	3	15	988	13	8	27	1 467	91	81		2	1	10
— Open procedure	716	753	197	1 563	82	665	3 292	14 194	264	3 239	59	242	480	30
— Pre-information procedure	99	594	32	229	33	29	564	835	90	209		26	206	4
— Restricted procedure	60	63	357	196	4	6	49	2 256	164	719	7	2	3	6
— Result of design contest	1	4	6	62		6	13	220		19	1		7	2
Services Total	1 413	1 996	1 014	5 166	261	884	6 633	31 068	785	7 550	79	542	1 067	84
<i>Utilities</i>														
— Buyers profile			1											
— Contract award	178	216	113	889	57	145	643	1 532	99	1 039	8	54	167	56
— Design contest notice		16		5		1	2	7			1			
— General information				5				2		1				
— Negotiated procedure	325	80	173	1 009	25	5	75	1 552	153	581	1	3		43
— Notice of the existence of a qualification system	46		135	179		5	20	81	15	180				1
— Open procedure	62	288	16	468	33	325	546	176	8	295	19	85	153	3
— Periodic information notice	123		20	402		42	156	474	39	244		13	82	36
— Restricted procedure	3	22	27	32		14	17	53	11	193				
— Result of design contest		8	1	4				3		2				
Utilities Total	737	630	486	2 993	115	537	1 459	3 880	325	2 535	29	155	402	139

HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	GB	EU	AC	CC	EEA	GPA	Other	Total
			2								3						166
			28	1	7	2	4	5	10	65	2 082	2	5	7	3	61	2 160
4	3	26			1		1			7	310					3	313
		36								2	45				1	5	51
		5									49						49
											21						21
											18						18
											31						31
											12						12
	1	3		11		4	1			8	1 564	543	205			1 339	3 651
											89	29	61			165	344
				3			3	1		11	23	25	9			43	100
											38						38
4	4	70	30	15	8	6	9	6	10	96	4 485	599	280	7	4	1 616	6 991
						1	1		1	9	73						73
2		2	2	24	1			5	2	62	225			5			230
											3						3
119		188	672	175	41	16	15	37	135	270	10 285			40	58		10 383
											12						12
8		7	5	6	1			2	11	77	636			24			660
	1	3	1	4	1	1		1	1	5	336			1			337
											55						55
148	5	260	1 008	303	138	45	9	16	304	40	16 331			270	39		16 640
120	2	58	174	226	4	30	19	28	55	191	4 202			81	1		4 284
17		186	6	26	1			96	28	958	2 566			43	3		2 612
414	8	710	1 868	765	188	93	44	185	538	1 613	34 724			464	101		35 289
											24			10			251
7		7	4	37			1		1	24	241			10			1 432
		9	5	326			1	11	4	205	1 422			10			6
										2	6						6
575	44	575	301	5 697	78	265	194	434	681	2 537	28 934			217	146	3	29 300
											8			1			9
11		7	8	25	7	1		5	19	66	1 075			43			1 118
682	40	547	506	6 183	653	262	154	746	1 230	1 731	38 847			845	101	6	39 799
250	6	36	74	293	1	111	89	160	44	399	4 097			36	1		4 134
8	3	220	14	76	5	39	6	50	23	2 824	5 314			30	18	3	5 365
1 533	93	1 401	912	12 637	744	678	445	1 406	2 002	7 788	79 944			1 191	267	12	81 414
											56			22			481
27		2	12	35	5		1	1	5	247	459			6			1 576
9		7	5	186	6	1	4	9	10	1	1 569				1		14
											14						14
662	5	1 049	204	4 105	35	109	215	297	845	2 810	30 349			253	96		30 698
5		2	41	36	9	5	2	7	5	11	1 373			18			1 391
											50						50
270	1	96	178	61	5	2	6	15	84	633	4 218			221		3	4 442
545	33	701	472	3 667	382	163	191	431	1 291	1 160	34 812			610	49	3	35 474
437	3	56	63	363	2	48	117	86	57	753	4 935			48			4 983
8	3	458	54	64	7	15	11	144	106	3 855	8 617			70	8	2	8 697
2		2	7	37	4	1	6		1	6	407						407
1 965	46	2 378	1 036	8 554	455	345	553	993	2 404	9 532	86 803			1 248	154	7	88 213
											1						1
231	4	446	187	1 215	69	13	145	93	139	487	8 225			116	7		8 348
			1								33			1			34
											8						8
68		171	239	170	15	2	8	56	222	563	5 539			129			5 668
1	1	43	95		35	2	3		6	35	883			21			904
139	15	49	96	1 084	110	37	140	35	100	26	4 308			47	3		4 358
232	2	7	89	180	9	2	80	15	57	151	2 455			19			2 474
1	1	54	10	63	2	1	18	48	14	48	632			7	3		642
											18						18
672	23	770	717	2 712	240	57	394	247	538	1 310	22 102			340	13		22 455

Table 4 (continued) — Invitations to tender published in 2005: breakdown by country

	BE	CZ	DK	DE	EE	GR	ES	FR	IE	IT	CY	LV	LT	LU
<i>EEIG</i>														
— Completion of the liquidation	3							1						
— Formation	1						2			1				
EEIG Total	4						2	1		1				
European society. General information	3			2										
Miscellaneous information and notices	14			43			15	24		9				19
Supplementary information and corrigenda	342	615	262	1 423	26	1 009	642	3 651	134	1 443	194	30	128	19
General information Total	359	615	262	1 468	26	1 009	657	3 675	134	1 452	194	30	128	38
European Community	4 120	5 957	2 763	27 886	644	4 893	15 089	72 846	2 288	18 094	675	1 603	4 026	738
Total 2005	7 148	5 962	2 782	28 016	647	4 925	15 152	72 865	2 333	18 383	680	1 606	4 032	1 318
Total 2004	8 344	793	2 897	29 184	293	4 687	12 634	75 897	2 134	18 381	230	683	1 978	1 221
Increase 2005/2004 (%)	- 14.33	651.83	- 3.97	- 4.00	120.82	- 5.08	19.93	- 3.99	9.33	0.01	195.65	135.14	103.84	7.94
Total EU — MS-15														
Increase 2005/2004 MS-10 (%)														

Where:

- AC — Acceding Countries
- CC — Candidate Countries
- EEA — European Economic Area
- EEIG — European Economic Interest Grouping
- EU — European Union Countries
- GPA — Government Procurement Agreement
- MS — Member States

HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	GB	EU	AC	CC	EEA	GPA	Other	Total
		1									5						5
								1	2		7						7
		1						1	2		12						12
								1			6						6
		12	11					2	3	5	157	63				40	260
268	32	491	389	539	490	165	180	89	411	1 688	14 660			128	4	3	14 795
268	32	503	400	539	490	165	180	92	414	1 693	14 823	63		128	4	43	15 061
4 852	202	5 763	4 933	25 207	2 117	1 338	1 616	2 924	5 898	21 936	238 408	63		3 371	593	63	242 444
4 856	206	5 833	4 963	25 222	2 125	1 344	1 625	2 930	5 908	22 032	242 893	662	280	3 378	543	1 679	249 435
1 084	100	4 964	5 771	10 956	2 209	624	628	2 757	5 650	21 586	215 685	—	—	3 441	265	2 395	221 786
347.97	106	17.51	-14.00	130.21	-3.8	115.38	158.76	6.27	4.57	2.07	12.61			-1.83	104.91	-29.90	12.47
											196 713						
											165.88						

Table 5 — General publications: principal production indicators

Number	2004	2005	Change (%)
Publications	7 080	6 983	- 1.37
Proofread pages	269 721	285 862	+ 5.98
Uncorrected pages	420 370	195 762	- 53.43
Pages produced	690 091	481 624	- 30.21

Table 6 — General publications: production, by institution

Institution/agency	Proofread pages			Uncorrected pages		
	2004	2005	Change (%)	2004	2005	Change (%)
European Parliament	2 539	1 732	- 31.78	23 833	17 043	- 28.49
Council	4 781	385	- 91.95	4 516	2 282	- 49.47
Commission	93 732	87 407	- 6.75	157 182	126 080	- 19.79
Court of Justice	148 902	108 004	- 27.50	186 343	20 687	- 88.90
Court of Auditors	80	298	272.50	720	664	- 7.78
Economic and Social Committee	0	0	0	0	0	0
Committee of the Regions	7 543	2 146	- 71.55	16 014	6 511	- 59.34
European Investment Bank	74	380	413.51	768	2 755	+ 258.72
Decentralised agencies	12 070	11 510	- 4.64	30 994	19 740	- 36.31
Total	269 721	285 862	5.98	420 370	195 762	- 53.43

Table 7 — General publications: number of proofread pages, by language

Language	2004	2005	Change (%)
ES	20 610	12 076	- 41.41
CS	1 634	2 903	+ 77.66
DA	20 418	23 335	+ 14.29
DE	24 449	24 633	+ 0.75
ET	1 640	2 230	+ 35.98
EL	28 592	10 706	- 62.56
EN	36 269	45 225	+ 24.69
FR	28 849	35 457	+ 22.91
GA	19	53	+ 178.95
IT	17 957	20 094	+ 11.90
LV	1 289	2 438	+ 89.14
LT	1 580	3 349	+ 111.96
HU	1 702	2 493	+ 46.47
MT	1 417	1 463	+ 3.25
NL	23 629	23 711	+ 0.35
PL	1 581	2 835	+ 79.32
PT	18 858	19 657	+ 4.24
SK	1 325	3 463	+ 161.36
SL	1 323	2 172	+ 64.17
FI	20 159	22 512	+ 11.67
SV	15 044	24 035	+ 59.76
Other	1 377	1 022	- 25.78
Total	269 721	285 862	+ 5.98

Table 8 — Multimedia production, by institution

Institution	Number of files	Number of deliverables	Breakdown by category of deliverables						
			Studies	Graphic design	Videos	CD-ROM/DVD		Internet sites	Other
						master	duplication		
European Parliament	8	76		8	1	30	35		2
Council	1	1							1
Commission	104	315	2	16	27	66	64	102	38
Court of Justice	2	2					1		1
Court of Auditors	2	2			1				1
Committee of the Regions	2	2						2	
European Investment Fund	1	1						1	
Eurojust	2	3					2		1
European Agency for Safety and Health at Work (OSHA)	5	37		3		25	8		1
European Police Office	6	16		1		4	10		1
European Training Foundation (ETF)	2	24				23			1
European Union Satellite Centre (EUSC)	1	1							1
Institutional projects managed by the Publications Office	17	41	1	3		1		30	5
Total 2005	153	521	3	31	29	149	121	135	53
Total 2004	166	769	6	50		37	128	431	117
% change	-7.8%	-32.2%							

Table 9 — Multimedia production: number of files, by institution

Institution	Number of files				
	2001	2002	2003	2004	2005
European Parliament	2	6	1	7	8
Council	5	2	1	0	1
European Commission	109	88	61	114	104
Court of Justice	0	2	0	0	2
European Court of Auditors	0	4	1	5	2
Committee of the Regions	0	1	2	6	2
European Investment Fund	0	0	0	0	1
CSEU	0	0	0	0	1
EASA	0	0	1	0	0
EEA	0	0	0	1	0
EMCDDA	0	1	0	1	0
ETF	0	0	0	1	2
EUMC	0	0	1	0	0
Eurofound	0	0	0	2	0
Eurojust	0	0	0	0	2
Europol	0	2	7	6	6
OHIM	1	0	0	0	0
OSHA	3	3	8	3	5
Institutional projects managed by the Publications Office	0	4	13	20	17
Total	123	113	96	166	153

Table 10 — Multimedia production: number of files handled

Year	Ongoing						Completed					
	2000	2001	2002	2003	2004	2005	2000	2001	2002	2003	2004	2005
2000	94	56	16	5	1	0	38	46	5	4	1	0
2001		123	91	22	5	3		32	69	15	5	3
2002			113	63	26	2			63	46	3	2
2003				96	65	22				36	28	18
2004					166	85					41	49
2005						153						42
Total	94	179	220	186	263	265	38	78	137	101	78	114

Table 11 — Documentary units loaded into EUR-Lex

Sector	2003	2004	2005	Cumulative at 31 December 2005
Treaties	758	0	781	5 898
Secondary legislation	3 939	3 421	3 559	94 538
Complementary law	221	18	21	1 427
External Relations	421	185	413	6 421
Preparatory Acts Commission	1 751	1 411	1 762	28 189
Preparatory Acts Council	135	60	68	2 585
Preparatory Acts Parliament	472	1 176	913	16 207
Economic and Social Committee	161	208	153	1 290
Committee of the Regions	147	142	72	772
Court of Justice	806	757	724	16 094
Court of Auditors	38	24	44	256
European Central Bank	17	13	16	73
National implementing measures	121	122	0	2 940
Parliamentary questions	3 350	1 087	2 816	110 420
EFTA	47	20	68	544
OJ C Information and Notices	2 983	1 023	3 825	34 274
Agencies etc.	72	65	96	335
Corrigenda	338	555	425	9 767
Total	15 439	10 287	15 756	332 030

NB: CELEX was no longer updated from 2005 onwards.

Table 12 — ProCat production

	2004	2005
Official Journal notices	6 502	14 886
COM notices	764	746
EUR-Lex notices (including notices linked to the OJ, other EUR-Lex notices and Consleg notices)	10 287	18 981
Publications notices	4 385	3 289
Total	21 938	37 822

Chapter IV — Dissemination

Table 13 — Mailing list management

	2003	2004	2005	% change 2005/2004
Number of addresses as of 31 December	1 233 426	1 141 989	714 908	- 37.4
Number of subscriptions as of 31 December	1 674 737	1 427 674	1 038 457	- 27.3
Mailings as of 31 December	735	879	854	- 2.8
Subscriptions created manually	112 607	123 085	114 321	- 7.1
Subscriptions registered automatically	54 660	260 937	91 297	- 65.0
Deleted addresses	164 671	328 740	551 000	+ 67.6

Table 14 — Official Journal subscriptions to L&C series (paper, CD-ROM), by language

Language	L&C series Paper			L&C series CD-ROM		
	2003	2004	2005	2003	2004	2005
CS	—	239	84	—	15	46
DA	147	116	102	38	30	26
DE	1 032	846	702	334	285	229
EL	78	77	57	56	49	39
EN	942	677	526	341	252	190
ES	825	667	558	209	172	141
ET	—	3	3	—	1	1
FI	69	59	54	19	15	12
FR	1 228	977	740	343	276	206
HU	—	124	52	—	32	21
IT	903	760	590	271	230	173
LT	—	6	8	—	1	2
LV	—	1	5	—	2	1
NL	415	309	236	80	54	36
PL	—	67	63	—	45	44
PT	261	216	175	191	153	121
SK	—	36	35	—	123	231
SL	—	90	64	—	31	31
SV	78	63	53	24	18	15
Total	5 978	5 333	4 107	1 906	1 784	1 565

Table 15 — Official Journal subscriptions to S series (CD-ROM)

Language	S series 2x		
	2003	2004	2005
CS	—	3	9
DA	184	133	103
DE	1 696	1 343	1 152
EL	24	21	10
EN	993	773	555
ES	108	94	83
ET	—	1	1
FI	3	3	1
FR	898	761	507
HU	—	18	16
IT	182	215	158
LT	—	—	—
LV	—	—	—
NL	301	238	177
PL	—	5	7
PT	60	56	44
SK	—	7	5
SL	—	6	4
SV	10	4	4
Total	4 459	3 681	2 836

Table 16 — Subscriptions to periodicals other than the Official Journal

Title	2004	2005	% change 2005/2004	Comments
European Parliament				
Debates (CD-ROM)	34	31	- 8.82	
Total	34	31	- 8.82	
Commission				
<i>a) General publications:</i>				
— Bulletin of the EU	1 577	1 144	- 27.46	
— Bulletin of the EU + General Report	82	—	- 100.00	Cancelled end 2004
— European Economy	997	904	- 22.89	
Total general publications	2 656	2 048	- 22.89	
<i>b) Eurostat publications:</i>				
— Statistics in focus	115	104	- 9.57	
— Eurostatistics	447	371	- 17.00	
— External and intra-EU Trade — Monthly Statistics	97	131	+ 35.05	
— Agricultural — Quarterly Statistics	133	122	- 8.27	
— Panorama of European Business	111	89	- 19.82	
— Economic Data Pocket Book	80	85	+ 6.25	
— Global subscriptions (4 subscription formulas)	15	9	- 40.00	2 formulas in 2005
Total Eurostat publications	998	911	- 8.72	
Total Commission publications	3 654	2 959	- 19.02	
Court of Justice				
Staff Cases	24	16	- 33.33	
Report of Cases + Staff Cases	383	272	- 28.98	
Report of Cases	1 242	990	- 20.29	
Total	1 649	1 278	- 22.50	
Agency publications				
Cedefop — Vocational Training Bulletin	1 255	1 066	- 15.06	
Community Plant Variety Office Official Gazette	333	303	- 9.01	
OHIM Official Journal	897	824	- 8.14	
OHIM Bulletin (CD-ROM)	256	202	- 21.09	
OHIM Bulletin — Cumulative Database	14	—	- 100.00	Cancelled end 2004
Total	2 755	2 395	- 13.07	
Grand total	8 091	6 663	- 17.65	

Table 17 — Subscriptions to documents

Title	2004	2005	% change 2005/2004
Commission			
<i>COM Documents:</i>			
— paper edition	174	125	- 28.16
Total	174	125	- 28.16

Table 18 — Monographies: number of new titles, by institution

Institution	2004	2005	% change 2005/2004
All institutions	3	6	+ 100.00
European Parliament	16	12	- 25.00
Council of the European Union (+ European Convention)	5	3	- 40.00
European Commission	674	667	- 1.04
Secretariat-General (+ Group of Policy Advisers)	18	20	+ 11.11
DG Press and Communication Service (+ Representations)	40	44	+ 10.00
Economic and Financial Affairs DG	1	4	+ 300.00
Enterprise DG	31	29	- 6.45
Competition DG	7	5	- 28.57
Employment and Social Affairs DG	31	36	+ 16.13
Agriculture DG	23	21	- 8.70
Energy and Transport DG	22	23	+ 4.55
Environment DG	37	41	+ 10.81
Research DG	202	222	+ 9.90
Enlargement DG	—	1	—
Joint Research Centre (Geel, Ispra, Karlsruhe, Sevilla, Petten, DG)	93	38	- 59.14
Information Society DG	33	56	+ 69.70
Fisheries DG	8	11	+ 37.50
Internal Market DG	24	6	- 75.00
Regional Policy DG	5	4	- 20.00
Taxation and Customs Union DG	4	5	+ 25.00
Education and Culture DG	11	16	+ 45.45
Health and Consumer Protection DG	5	5	—
Justice and Home Affairs DG	4	17	+ 325.00
External Relations DG (+ Delegations)	10	11	+ 10.00
Trade DG	2	3	+ 50.00
Development DG	16	11	- 31.25
EuropeAid Cooperation Office	13	11	- 15.38
Humanitarian Aid Office (Echo)	1	5	+ 400.00
Eurostat	23	11	- 52.17
Personnel and Administration DG	2	—	- 100.00
Budget DG	1	2	+ 100.00
European Anti-Fraud Office (OLAF)	7	9	+ 28.57
Informatics DG	1	—	—
Publications Office	29	43	+ 48.28
Court of Justice of the European Communities	77	100	+ 29.87
European Court of Auditors	1	3	+ 200.00
European Economic and Social Committee	5	4	- 20.00
Committee of the Regions	13	13	—
European Investment Bank	—	29	—
European Ombudsman	2	5	+ 150.00
European Schools	11	6	- 45.45
European University Institute (Florence)	2	2	—
COST	3	13	+ 333.33
European Agency for Safety and Health at Work (Bilbao)	27	28	+ 3.70
European Environment Agency (Copenhagen)	22	16	- 27.27
European Centre for the Development of Vocational Training (Cedefop) (Thessaloniki)	38	47	+ 23.68
European Training Foundation (Turin)	2	3	+ 50.00
European Foundation for the Improvement of Living and Working Conditions (Dublin)	10	15	+ 50.00
European Monitoring Centre for Drugs and Drug Addiction (Lisbon)	6	2	- 66.67
European Monitoring Centre on Racism and Xenophobia (Vienna)	7	5	- 28.57
Community Plant Variety Office (Angers)	2	1	- 50.00
Office for Harmonisation in the Internal Market (Alicante)	16	1	- 93.75
European Police Office (Europol) (The Hague)	16	18	+ 12.50
European Data Protection Supervisor	—	7	—
European Personal Selection Office	—	1	—
European Food Safety Authority	—	11	—
Eurojust	—	1	—
OIB Brussels	—	1	—
Joint Agencies	1	1	—
Total	989	1 064	+ 7.58

Table 19 — Periodicals other than the Official Journal: number of titles, by institution

Institution	2004	2005	% change 2005/2004
All institutions	—	1	—
European Parliament	3	5	+ 66.66
Council of the European Union	2	1	+ 50.00
European Commission	117	108	- 7.69
Secretariat-General	4	6	+ 50.00
DG Press and Communication (+ Representations)	1	—	- 100.00
Economic and Financial Affairs DG	6	4	- 33.33
Enterprise DG	10	10	0.00
Competition DG	3	3	0.00
Employment and Social Affairs DG	8	9	+ 12.50
Agriculture DG	5	8	+ 60.00
Energy and Transport DG	1	4	+ 300.00
Environment DG	7	3	- 57.14
Research DG	4	4	0.00
Joint Research Centre (Ispra, Sevilla, DG)	4	2	- 50.00
Information Society DG	2	3	+ 50.00
Internal Market DG	—	1	—
Fisheries DG	1	2	+ 100.00
Regional Policy DG	6	6	0.00
Education and Culture DG	3	3	0.00
Justice and Home Affairs DG	—	—	—
Development DG	2	—	- 100.00
EuropeAid Cooperation Office	2	2	0.00
Health and Consumer Protection DG	—	1	—
Humanitarian Aid Office (Echo)	1	1	0.00
Eurostat	42	29	+ 30.95
Personnel and Administration DG	—	—	—
Budget DG	3	6	+ 100.00
European Anti-Fraud Office (OLAF)	2	1	- 50.00
Publications Office	5	6	+ 20.00
Court of Justice of the European Communities	3	3	0.00
European Court of Auditors	1	—	—
European Economic and Social Committee	1	—	- 100.00
Committee of the Regions	2	1	- 50.00
European Investment Bank	2	8	+ 300.00
European Ombudsman	5	5	0.00
European University Institute (Florence)	3	3	0.00
European Agency for Safety and Health at Work (Bilbao)	9	6	- 33.33
European Environment Agency (Copenhagen)	1	1	0.00
European Centre for the Development of Vocational Training (Cedefop) (Thessaloniki)	5	6	+ 20.00
European Training Foundation (Turin)	2	3	+ 50.00
European Foundation for the Improvement of Living and Working Conditions (Dublin)	3	3	0.00
European Monitoring Centre for Drugs and Drug Addiction (Lisbon)	5	6	+ 20.00
European Monitoring Centre on Racism and Xenophobia (Vienna)	1	6	+ 500.00
Community Plant Variety Office (Angers)	3	3	0.00
Office for Harmonisation in the Internal Market (Alicante)	5	4	- 20.00
European Police Office (Europol) (The Hague)	7	1	- 85.71
European Network and Information Security Agency	—	1	—
European Food Safety Authority	—	3	—
Eurojust	1	—	—
Institute for Security Studies (Paris)	2	2	0.00
Total	188	186	- 1.06

Table 20 — Invoicing: offline products (CD-ROMs)

Title	2004 (euros)	2005 (euros)	% change 2005/2004
OJ S CD-ROM			
— subscriptions 2 editions per week	750 112	582 313	- 22.37
— subscriptions 5 editions per week	- 342	—	—
— individual sales	20	36	- 80.00
Total OJ S CD-ROM	749 790	582 349	- 22.33
OJ L&C CD-ROM			
— subscriptions	400 852	420 372	+ 4.87
— individual sales	20 684	5 735	- 72.27
— individual sales ('secondary legislation in the new languages')	—	1 223 150	—
Total OJ L&C CD-ROM	421 536	1 649 257	+ 291.25
Combined nomenclature CD-ROM	302	330	+ 9.27
TARIC CD-ROM	285	- 178	- 162.46
OHIM			
1. OHIM Bulletin CD-ROM			
— subscriptions	290 438	214 900	- 26.01
— individual sales	503	—	—
2. EUROM CD-ROM			
— subscriptions	14 625	1 125	- 92.31
Total OHIM	305 566	216 025	- 29.30
COMEXT CD-ROM	343 400	33 738	- 90.18
EUROPROMS CD-ROM	4 236	—	—
Statistical Yearbook CD-ROM	- 134	- 201	+ 50.00
Europe in Figures CD-ROM	30	81	+ 170.00
Panorama of EU industry CD-ROM (Value and Pro editions)	603	- 134	- 122.22
Eurovoc on CD-ROM	348	—	- 100.00
IUCLID CD-ROM	—	90	—
Electronic Library CD-ROM	1 360	—	- 100.00
Other CD-ROMs and combined products	—	—	—
— Eurostat	28 706	4 976	- 82.67
— Other	7 306	17 599	+ 140.88
Total	1 863 332	2 503 932	+ 34.38

Table 21 — (a) Invoicing: database licences

	2004 (euros)	2005 (euros)	% change 2005/2004
EUR-Lex	438 533	231 298	- 47.26
TED	342 550	460 366	+ 34.39
Royalties (Document Delivery)	1 999	0	- 100.00
Total Office	783 082	691 664	- 11.67
RTC (DG TAXUD)	1 500	0	- 100.00
Business & Consumer Survey (DG ECFIN)	0	2 500	—
Total	784 582	694 164	- 11.52

Table 21 — (b) Number of licence contracts at 31 December

	2004	2005
EUR-Lex	26	21
TED	108	96
Total	134	117

Table 22 — Sales revenue collected

(in euros)

Authorising institution	Sales revenue collected as at 31 December 2005						
	Official Journal	Other periodicals	Multimedia products	Other publications	Databases	Various	Total
Parliament	20 099.36	331 619.61	38 897.68	22 450.18	—	6 309.09	419 375.92
Court of Justice	73.94	7 261.64	13 133.37	431 583.91	—	5 356.55	457 409.41
EESC	4 966.82	101 653.72	10 564.85	4 381.17	—	1 856.95	123 423.51
CoR	2 112.06	31 222.79	3 145.26	3 886.83	—	616.52	40 983.46
Court of Auditors	5 593.47	79 182.53	8 103.80	1 832.34	—	1 446.43	96 158.57
Council	40 871.78	735 850.45	76 883.75	31 286.34	—	13 508.35	898 400.67
Commission ⁽¹⁾	—	539 442.22	152 345.33	201 984.86	- 110.40	421 936.69	1 315 598.70
EEA	—	—	171.50	3 123.70	—	50.36	3 345.56
Cedefop	—	29 155.40	12.40	10 797.47	—	610.78	40 576.05
European Foundation (Dublin)	—	—	- 26.80	2 813.89	—	42.59	2 829.68
OHIM	—	123 320.00	227 743.75	954.00	—	5 379.77	357 397.52
CPVO	—	19 256.00	—	—	—	294.28	19 550.28
Other	—	—	8.50	3 200.98	—	- 142.95	3 066.53
Publications Office ⁽²⁾	4 066 880.15	15 012.00	- 755.00	60 555.88	347 827.93	- 3 262.05	4 486 258.90
Total	4 140 597.58	2 012 976.36	530 228.39	778 851.55	347 717.53	454 003.38	8 264 374.79

⁽¹⁾ Except the Publications Office.⁽²⁾ Including the OJ L&C and the OJ S.

Table 23 — Commercial invoicing, by product category

(in euros)

Product	2002	2003	2004	2005	% change 2005/2004
Official Journal	7 722 258.04	6 359 361.60	5 517 781.29	4 608 741.70	- 19.72
Other periodicals	4 067 847.54	2 050 134.64	1 892 845.91	1 298 480.08	- 45.77
Monographies *	320 499.45	553 082.59	286 618.47	1 396 777.00	+ 387.33
Databases	1 439 343.16	1 412 500.40	966 139.22	674 143.60	- 43.31
Datashops/EUR-Lex	1 457 464.36	1 268 128.14	250 058.46	293 083.23	+ 14.68
Various	276 438.08	62 389.71	31 931.37	85 258.89	+ 167.01
Total	15 283 850.63	11 705 597.08	8 945 374.72	8 356 484.50	- 7.05

* A provisional version of the secondary legislation CD-ROM in Polish was produced in 2005 in order to satisfy the large number of orders (1 439) pending since 2004. This CD-ROM was sold in 2005 as a monography and the total sales amount invoiced was 1 223 150 euros. This explains the boost of the monography sales in 2005.

Table 24 — Helpdesk: requests received, by theme

	2004		2005	
	Number	%	Number	%
Legislation	5 341	15.63	5 863	15.91
Public procurement	13 479	39.44	17 825	48.37
General information	8 634	25.27	6 571	17.83
Document delivery	6 560	19.20	4 912	13.33
Other	158	0.46	183	0.50
EU Bookshop	—	—	1 497	4.06
Total	34 172	100.00	36 851	100.00

NB: Legislation = EUR-Lex (portal and CD-ROM) + CELEX
 Public procurement = TED (online and CD-ROM) + SIMAP
 General information = Research for information on publications (mailbox Info-Info + mail)
 Document delivery = Catdiff + Document orders via CELEX or the EUR-Lex portal
 Other = IDEA + other CD-ROMs

Table 25 — Helpdesk: requests received, by mode of reception

Mode of reception		(in %)	
		2004	2005
1	E-mail	84	87
2	Telephone	12	10
3	Post	3	2
4	Fax	1	1

Table 26 — Helpdesk: the 10 most frequently asked questions

	Type of question	Number of questions
1	Problem with a TIFF order (Doc-Delivery)	2 796
2	Search for a text in Community law (EUR-Lex)	2 504
3	Search for information published in OJ S (TED+SIMAP)	2 379
4	How to publish information in OJ S (SIMAP)	1 990
5	Sending information for publication in OJ S (TED+SIMAP)	1 741
6	Search for a free or priced publication (Info-Info)	1 704
7	Problem in accessing or navigation (TED)	1 583
8	Problem in accessing or navigation (SIMAP)	1 088
9	Questions while filling in the forms for OJ S (SIMAP)	937
10	Modification of the delivery address (Info-Info + CD-ROMs)	780

Table 27 — EU Bookshop

Indicator	2004	2005
Unique visitors	n.a.	273 951
Visits	n.a.	453 922
Publications ordered	n.a.	53 793
PDFs downloaded	n.a.	257 724

Table 28 — Organisation of information stands at fairs and other events

Event	Place	Date
EESC Plenary Session	Brussels	6-7 April
Open Door Day of the EU Institutions	Brussels	30 April
Annual Summit Committee of the Regions	Wrocław	26-30 May
Euro Info Centre Opening Day	Schengen	4-5 June
'CommEUnicate' European Voice conference	Brussels	28 June
Seminar for Europe Direct Relays	Brussels	29 June – 1 July
Euro Info Centres Annual Conference	Malta	5-7 October
European Week of Regions and Cities	Brussels	10-13 October
Frankfurter Buchmesse	Frankfurt	19-23 October
Science Festival	Luxembourg	22-23 October
EESC and EC Stakeholders Forum	Brussels	7-8 November
Seminar for Europe Direct Relays	Brussels	23-24 November
Online Information ⁽¹⁾	London	29 November – 1 December
7th Int. Conference on Grey Literature	Nancy	5-6 December
Knowledge economy-challenge for measurement	Luxembourg	8-9 December

⁽¹⁾ Event involving joint participation of several services of the EU institutions.

Table 29 — Distribution of catalogues

Publication	2003	2004	2005	Comments 2005
Key publications of the EU	85 000	87 000	52 500	Annual extract of the catalogue of publications
Supplement October 2005			500	In the absence of French version, lower print-run and dissemination in 2005. For the first time, a supplement to update the content was produced
Eurostat catalogue	1 650	7 300	8 400	
Eurostat Statistical References	7 800	8 300	1 500	Bi-annual The volume distributed in 2005 is lower because only 1 issue was produced by author services that year in English instead of 2 in three languages
Cedefop catalogue	600	1 050	1 200	Dispatch on request
Total	95 400	103 650	64 100	

Table 30 — Distribution of catalogues

Publication	2003	2004	2005	Comments 2005
<i>1. Promotional activities</i>				
Presentations to groups of visitors	14	23	16	
Presentations/demonstrations EU Bookshop	n.a.	7	10	
Stands	n.a.	2	15	
Press releases	n.a.	3	8	
Press conferences	1	4	3	
Total	15	39	52	
<i>2. Distribution of promotional material</i>				
'Just published' leaflets	752 000	340 000	372 000	13 published
Promotional leaflets for the Frankfurt Book Fair and Online Information	2 000	1 400	1 600	
Eurostat leaflets	8 150	160	—	Dispatch on request. Shift to electronic transmission
Eurostat SIGMA	—	—	3 900	
Promotional postcard and bookmarks	26 500	3 440	48 000	
Publications Office Newsletter	—	278 000	233 500	2 issues in 3 languages
Publications Office Calendar	3 500	3 500	4 000	
Info packs	371	603	450	Compilation of various promotional items
Total	823 421	657 803	663 450	

Chapter V – Financial and administrative management

Tables 31 to 34 are reproduced as is from accounting documents supplied by the European Commission's Budget Directorate-General.

Table 31 — **Outturn of commitment appropriations on 31 December 2005 (status as at 1 March 2006)**

Table 1 - Outturn of Commitment appropriations on 31.12.2005 - DG OPOCE											
Item	Heading	Commitment Appropriations				Outturn of Commitment Appropriations				Appropriations carried to 2006	Appropriations lapsing
		Appropriations from Budget 2005	Budget changes and other appropriations 2005	Appropriations carried from 2004	Total	Budget 2005	Appropriations carried from 2004	Total	%		
		1	2	3	4 = 1+2+3	5	6	7=5+6	8=7/4		
Title 02: Enterprise											
Chapter 02 03: Research — Promoting innovation and change											
02 03 01	Research and innovation	0.00	4,503,051.00	0.00	4,503,051.00	3,972,120.50	0.00	3,972,120.50	88.21 %	0.00	530,930.50
Total Chapter 02 03		0.00	4,503,051.00	0.00	4,503,051.00	3,972,120.50	0.00	3,972,120.50	88.21 %	0.00	530,930.50
Total Title 02		0.00	4,503,051.00	0.00	4,503,051.00	3,972,120.50	0.00	3,972,120.50	88.21 %	0.00	530,930.50
Title 26: Commission's administration											
Chapter 26 01: Administrative expenditure of policy area 'Commission's administration,											
26 01 09 01	Publications Office	80,978,052.00	5,456,880.64	0.00	86,434,932.64	81,070,422.53	0.00	81,070,422.53	93.79 %	2,999,102.73	2,365,407.38
26 01 10 01	Consolidation of Community law	3,000,000.00	-700,000.00	0.00	2,300,000.00	1,998,674.76	0.00	1,998,674.76	86.90 %	0.00	301,325.24
26 01 11 01	Official Journal	24,400,000.00	6,095,023.16	0.00	30,495,023.16	19,995,166.23	0.00	19,995,166.23	65.57 %	6,068,470.35	4,431,386.58
26 01 49	2004 administrative appropriations carried over automatically	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Total Chapter 26 01		108,378,052.00	10,851,903.80	0.00	119,229,955.80	103,064,263.52	0.00	103,064,263.52	86.44 %	9,067,573.08	7,098,119.20

Table 31 (continued) — Outturn of commitment appropriations on 31 December 2005 (status as at 1 March 2006)

Table 1 - Outturn of Commitment appropriations on 31.12.2005 - DG OPOCE											
Item	Heading	Commitment Appropriations				Outturn of Commitment Appropriations				Appropriations carried to 2006	Appropriations lapsing
		Appropriations from Budget 2005	Budget changes and other appropriations 2005	Appropriations carried from 2004	Total	Budget 2005	Appropriations carried from 2004	Total	%		
		1	2	3	4 = 1+2+3	5	6	7=5+6	8=7/4		
Chapter 26 02: MULTIMEDIA PRODUCTION											
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	34,000,000.00	329,554.49	0.00	34,329,554.49	19,575,124.32	0.00	19,575,124.32	57.02 %	1,124,869.13	13,629,561.04
Total Chapter 26 02		34,000,000.00	329,554.49	0.00	34,329,554.49	19,575,124.32	0.00	19,575,124.32	57.02 %	1,124,869.13	13,629,561.04
Total Title 26		142,378,052.00	11,181,458.29	0.00	153,559,510.29	122,639,387.84	0.00	122,639,387.84	79.86 %	10,192,442.21	20,727,680.24
Total DG OPOCE		142,378,052.00	15,684,509.29	0.00	158,062,561.29	126,611,508.34	0.00	126,611,508.34	80.10 %	10,192,442.21	21,258,610.74

Table 32 — Outturn of payment appropriations on 31 December 2005 (status as at 1 March 2006)

Outturn on payment appropriations on 31.12.2005 - DG OPOCE											
Budget Item	Heading	Payment Appropriations				Outturn of Payment Appropriations				Appropriations carried to 2006	Appropriations lapsing
		Appropriations from Budget 2005	Budget changes and other appropriations 2005	Appropriations carried from 2004	Total	Budget 2005	Appropriations carried from 2004	Total	%		
		1	2	3	4=1+2+3	5	6	7=5+6	8=7/4		
Title 02: Enterprise											
Chapter 02 03: Research — Promoting innovation and change											
02 03 01	Research and innovation	0.00	10,721,550.00	0.00	10,721,550.00	6,144,831.92	0.00	6,144,831.92	57.31 %	0.00	4,576,718.08
Total Chapter 02 03		0.00	10,721,550.00	0.00	10,721,550.00	6,144,831.92	0.00	6,144,831.92	57.31 %	0.00	4,576,718.08
Total Title 02		0.00	10,721,550.00	0.00	10,721,550.00	6,144,831.92	0.00	6,144,831.92	57.31 %	0.00	4,576,718.08
Title 26: Commission's administration											
Chapter 26 01: Administrative expenditure of policy area 'Commission's administration,											
26 01 09 01	Publications Office	80,978,052.00	5,456,880.64	13,800,712.91	100,235,645.55	65,253,799.68	11,315,612.70	76,569,412.38	76.39 %	18,815,725.58	4,850,507.59
26 01 10 01	Consolidation of Community law	3,000,000.00	-700,000.00	1,706,327.70	4,006,327.70	664,080.58	1,520,292.23	2,184,372.81	54.52 %	1,334,594.18	487,360.71
26 01 11 01	Official Journal	24,400,000.00	6,095,023.16	15,713,584.50	46,208,607.66	14,426,862.81	8,607,346.90	23,034,209.71	49.85 %	11,636,773.77	11,537,624.18
26 01 49	2004 administrative appropriations carried over automatically	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Total Chapter 26 01		108,378,052.00	10,851,903.80	31,220,625.11	150,450,580.91	80,344,743.07	21,443,251.83	101,787,994.90	67.66 %	31,787,093.53	16,875,492.48
Chapter 26 02: MULTIMEDIA PRODUCTION											
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	34,000,000.00	1,107,940.45	0.00	35,107,940.45	25,426,325.97	0.00	25,426,325.97	72.42 %	959,306.35	8,722,308.13
Total Chapter 26 02		34,000,000.00	1,107,940.45	0.00	35,107,940.45	25,426,325.97	0.00	25,426,325.97	72.42 %	959,306.35	8,722,308.13
Total Title 26		142,378,052.00	11,959,844.25	31,220,625.11	185,558,521.36	105,771,069.04	21,443,251.83	127,214,320.87	68.56 %	32,746,399.88	25,597,800.61
Total DG OPOCE		142,378,052.00	22,681,394.25	31,220,625.11	196,280,071.36	111,915,900.96	21,443,251.83	133,359,152.79	67.94 %	32,746,399.88	30,174,518.69

Table 33 — Situation of commitments still to be settled on 31 December 2005 (status as at 1 March 2006)

Table 4: Situation of Commitments to be settled on 31.12.2005 - DG OPOCE												
Budget Item		Commitments contracted during financial year 2005	Payments made during financial year 2005	Automatic Cancellation of unreportable commitments (non dissociated credits)	Commitments from financial year 2005 still to be settled	Commitments to be settled from financial years previous to 2005	Decommitments / exchange rate adjustments	Payments made	Cancellation of unsettled commitments (non dissociated credits)	Final Situation of commitments to be settled from previous financial years	Rate of commitments settled	Total of Commitments to be settled at end of financial year 2005
		1	2	3	4=1-2-3	5	6	7	8	9=5-6-7-8	10=-(9-5)/5	11=4+9
Title 02												
Chapter 02 03												
02 03 01	Research and innovation	3,972,120.50	277,472.34		3,694,648.16	12,338,309.02	-842,531.88	5,867,359.58		5,628,417.56	-54.38 %	3,323,065.72
Total Chapter 02 03		3,972,120.50	277,472.34	0.00	3,694,648.16	12,338,309.02	-842,531.88	5,867,359.58	0.00	5,628,417.56	-54.38 %	3,323,065.72
Total Title 02		3,972,120.50	277,472.34	0.00	3,694,648.16	12,338,309.02	-842,531.88	5,867,359.58	0.00	5,628,417.56	-54.38 %	3,323,065.72
Title 26												
Chapter 26 01												
26 01 09 01	Publications Office	81,070,422.53	65,253,799.68	879,287.19	14,937,335.66	13,800,712.91	-2,174,174.04	11,315,612.70	310,926.17		-100.00 %	14,937,335.66
26 01 10 01	Consolidation of Community law	1,998,674.76	664,080.58		1,334,594.18	1,706,327.70	-134,171.19	1,520,292.23	51,864.28		-100.00 %	1,334,594.18
26 01 11 01	Official Journal	19,995,166.23	14,426,862.81		5,568,303.42	15,713,584.50	-4,316,124.91	8,607,346.90	2,790,112.69		-100.00 %	5,568,303.42
26 01 49	2004 administrative appropriations carried over automatically											
Total Chapter 26 01		103,064,263.52	80,344,743.07	879,287.19	21,840,233.26	31,220,625.11	-6,624,470.14	21,443,251.83	3,152,903.14	0.00	-100.00 %	21,840,233.26
Chapter 26 02												
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	19,575,124.32	10,592,560.68		8,982,563.64	16,176,145.01	-380,834.82	14,833,765.29		961,544.90	-94.06 %	3,944,108.54
Total Chapter 26 02		19,575,124.32	10,592,560.68	0.00	8,982,563.64	16,176,145.01	-380,834.82	14,833,765.29	0.00	961,544.90	-94.06 %	3,944,108.54
Total Title 26		122,639,387.84	90,937,303.75	879,287.19	30,822,796.90	47,396,770.12	-7,005,304.96	36,277,017.12	3,152,903.14	961,544.90	-97.97 %	11,784,341.80
Total DG OPOCE		126,611,508.34	91,214,776.09	879,287.19	34,517,445.06	59,735,079.14	-7,847,836.84	42,144,376.70	3,152,903.14	6,589,962.46	-88.97 %	11,107,407.52

Table 34 — Situation on income on 31 December 2005 (status as at 1 March 2006)

Budget item		Entitlements established			Entitlements cashed			Outstanding
		current year	carried over	total	current year	carried over	total	
		1	2	3=1+2	4	5	6=4+5	
TITLE 5: REVENUE ACCRUING FROM THE ADMINISTRATIVE OPERATION OF THE INSTITUTIONS								
5020	Proceeds from the sale of publications, printed works and films — assigned revenue	13,111,816.03	4,023,641.57	17,135,457.60	15,237,856.65	3,949,527.59	19,187,384.24	-2,051,926.64
5700	Revenue arising from the repayment of amounts wrongly paid – assigned revenue	1,158,466.97	0.00	1,158,466.97	1,087,971.41	0.00	1,087,971.41	70,495.56
5730	Other contributions and refunds in connection with the administrative operation of the institution – assigned revenue	-6,498.21	328,796.12	322,297.91	69,379.54	75,877.75	145,257.29	177,040.62
Total Title 5		14,263,784.79	4,352,437.69	18,616,222.48	16,395,207.60	4,025,405.34	20,420,612.94	-1,804,390.46
TITLE 6: THIRD PARTY CONTRIBUTIONS								
6600	Other assigned contributions and refunds – assigned revenue	45,590.46	6,201.50	51,791.96	43,143.45	2,634.28	45,777.73	6,014.23
Total Title 6		45,590.46	6,201.50	51,791.96	43,143.45	2,634.28	45,777.73	6,014.23
Total DG OPOCE		14,309,375.25	4,358,639.19	18,668,014.44	16,438,351.05	4,028,039.62	20,466,390.67	-1,798,376.23

2005 execution — Breakdown of Publications Office costs by institution

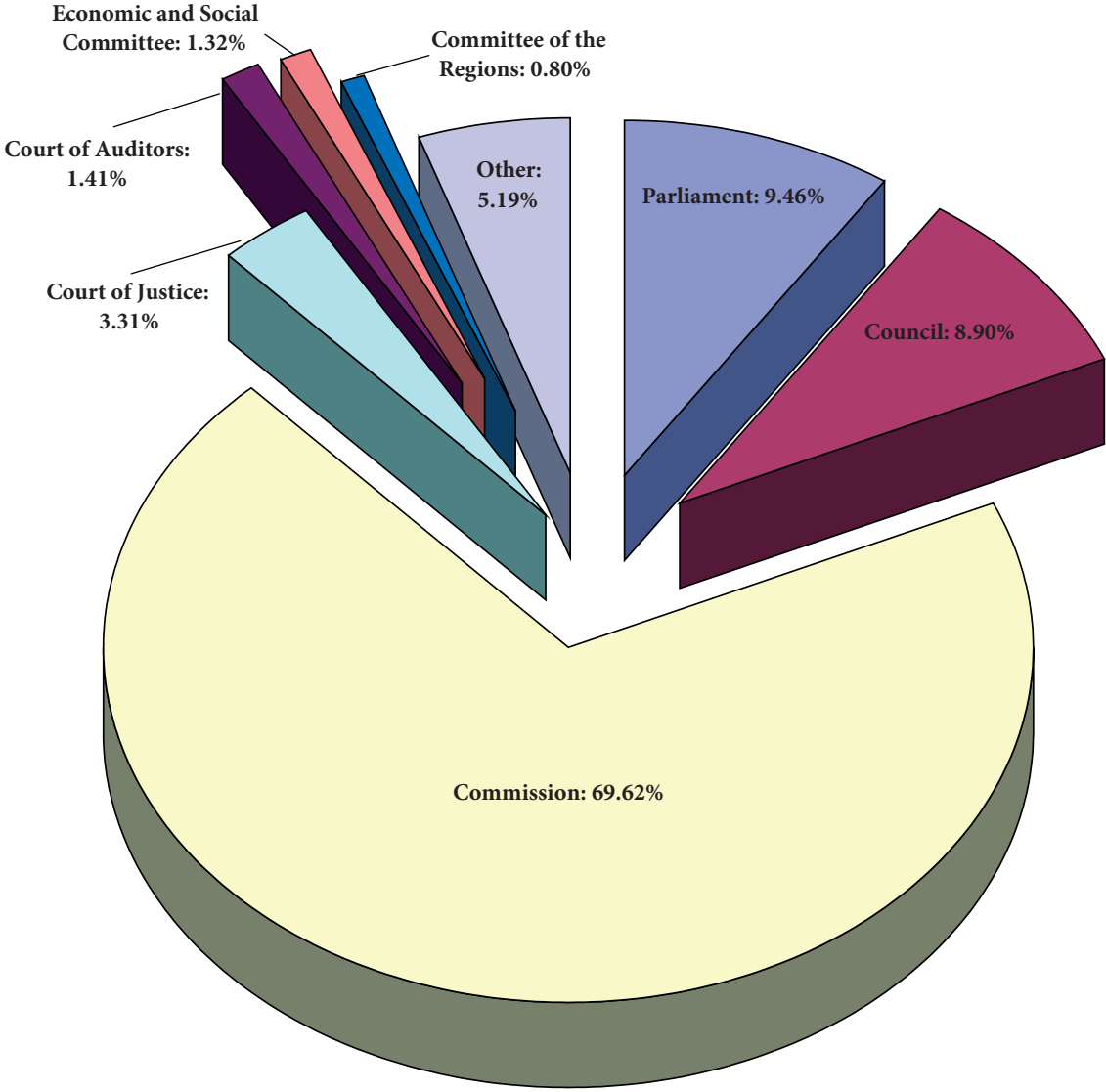


Table 36 — Official Journal: costs of services charged in 2005

(in euros)

	Commission ⁽¹⁾	Parliament	Council	CJ	ECA	EESC	CoR	Total ⁽⁴⁾
Preparation of documents in electronic and paper formats								
Paper edition — OJ L + C series	11 002 769.00	1 406 833.27	3 581 259.78	907 631.32	510 876.23	546 165.76	162 649.80	18 119 606.06
Electronic edition — OJ C series	—	268 862.89	77 383.97	—	—	—	—	346 246.86
OJ L&C CD-ROM	1 026 839.00	114 767.57	245 247.46	39 819.47	29 420.73	31 906.63	11 243.08	1 499 243.94
Digital archiving (EUDOR)	477 619.00	82 717.57	117 648.17	92 039.65	14 999.52	16 036.50	19 851.00	880 911.36
Other budgetary documents	898 754.00	7 487.45	386 957.06	—	—	—	—	1 293 198.51
Other preparation and correction work	—	—	1 409.00	—	—	—	—	1 409.00
Reprints	12 727.00	1 770.90	10 685.60	186.67	129.75	168.14	50.31	25 718.37
Formex validation	1 591 369.00	297 463.34	444 449.40	70 913.76	51 689.12	58 593.67	19 776.26	2 534 254.55
Reference documents								
Tables	200 168.00	9 192.33	36 452.22	60 895.19	—	21.93	21.92	306 751.59
Indexes	—	—	—	—	—	—	—	—
Infrastructure and logistics								
Transport/packaging/dispatch	914 503.00	117 059.9	257 400.01	40 095.39	28 483.70	34 718.25	10 986.42	1 403 246.46
Eurovoc	23 902.00	1 325.60	5 288.74	8 983.16	—	—	—	39 499.50
Indexation system	204 195.00	9 968.22	39 230.73	64 158.95	—	53.22	53.19	317 659.31
Computerised production systems (SEL)	113 389.00	235 756.16	149 130.40	—	—	—	—	498 275.56
Miscellaneous information products	1 276 278.00	176 849.12	376 696.51	57 884.63	29 166.30	49 113.39	15 991.31	1 981 979.26
IT development	292 301.00	38 303.96	80 230.37	17 609.18	9 264.14	10 005.97	3 549.00	451 263.62
Miscellaneous products								
Miscellaneous services	217 423.00	114 696.89	5 547.91	5 823.57	135 855.45	760.26	228.87	480 335.95
Secondary legislation	4 775 228.00	426 641.77	9 087 588.92	—	—	—	—	14 289 458.69
Total ^{(2) (3)}	23 027 464.00	3 309 696.73	14 962 606.25	1 366 040.94	809 884.94	747 543.67	244 401.16	44 469 058.59

⁽¹⁾ Services executed for the Commission, for agencies or other EU bodies and charged to budgetary line 26 0111 01.⁽²⁾ Payments done in 2005 with 2005 and/or 2004 credits.⁽³⁾ Provisional figures.⁽⁴⁾ Including other EU bodies.

Table 37 — General publications: invoicing, by institution, agency or body

Institution, agency or other body	2004		2005		2005/2004	
	Amount (euros)	%	Amount (euros)	%	Difference (euros)	%
<i>Institutions</i>						
Commission	10 642 999.27	72.69	10 301 818.74	69.60	- 341 180.53	- 3.10
European Parliament	824 678.45	5.63	587 586.37	3.97	- 237 092.08	- 1.66
Council	111 867.79	0.76	103 089.38	0.70	- 8 778.41	- 0.07
Court of Justice	941 554.62	6.43	1 254 753.24	8.48	+ 313 198.62	+ 2.05
Court of Auditors	59 364.65	0.41	56 576.27	0.38	- 2 788.38	- 0.02
Economic and Social Committee	176 937.18	1.21	170 755.61	1.15	- 6 181.57	- 0.05
Committee of the Regions	196 034.37	1.34	110 979.10	0.75	- 85 055.27	- 0.59
Ombudsman	212 070.77	1.45	268 198.63	1.81	+ 56 127.86	+ 0.36
All institutions	5 018.88	0.03	702 863.95	4.75	+ 697 845.07	+ 4.71
Sub-total	13 170 525.98	89.96	13 556 621.29	91.59	+ 386 095.31	+ 1.63
<i>Agencies and other bodies</i>						
OHIM	112 695.40	0.77	101 118.74	0.68	- 11 576.66	- 0.09
Cedefop	206 368.45	1.41	257 236.75	1.74	+ 50 868.30	+ 0.03
CPVO	46 491.47	0.32	47 298.46	0.32	+ 806.99	+ 0.00
EMCDDA	190 600.92	1.30	149 448.92	1.01	- 41 152.00	- 0.29
EUMC	24 923.49	0.17	19 190.67	0.13	- 5 732.82	- 0.04
EU-OSHA	354 415.82	2.42	351 161.54	2.37	- 3 254.28	- 0.05
EUROFOUND	19 057.22	0.13	5 555.00	0.04	- 13 502.22	- 0.09
Convention	258 497.84	1.77	—	—	- 258 497.84	- 1.77
European Schools	64 854.21	0.44	36 672.81	0.25	- 28 181.40	- 0.20
Eurojust	22 603.62	0.15	868.00	0.01	- 21 735.62	- 0.15
Europol	60 788.97	0.42	76 584.76	0.52	+ 15 795.79	+ 0.10
Publications Office	13 866.84	0.09	98 986.62	0.67	+ 85 119.78	+ 0.57
Other	95 341.74	0.65	101 458.84	0.69	+ 6 117.10	+ 0.03
Sub-total	1 470 505.99	10.04	1 245 581.11	8.41	- 224 924.88	- 1.63
Total	14 641 031.97	100.00	14 802 202.40	100.00	+ 161 170.43	+ 0.00

Table 38 — General publications: invoicing, by production unit

Production unit	Amount (euros)	%
Publications	12 129 486.74	84.23
Multimedia	2 187 735.43	15.19
Official Journal ⁽¹⁾	82 852.39	0.58
Total	14 400 074.56	100.00

⁽¹⁾ Costs related to the OHIM and CPVO Bulletins.

Table 39 — **Number and amount of all recovery orders issued in 2005 assimilated to assigned revenue** (detail of amount of 14.309 million euros mentioned on page 58)

Budget line	Recovery orders	
	Number	Amount (in euros)
26.010901.010300 — Building & related expenditures	7	45 590.46
26.010901.020301 — Database management	5	629 226.28
26.010901.020501 — General publications	103	411 782.52
26.010901.020601 — Dissemination	193	4 993 747.41
Total 26.010901	308	6 080 383.62
26.011101 — Official Journal	44	7 156 133.37
26.020100 — Procedures for awarding and advertising public supply works and service contracts	12	1 072 895.21
Grand total	364	14 309 375.25

Commercial accounts

Table 40 — Balance sheet at 31 December 2005

(in euros)

Assets			Liabilities		
Item	2004	2005	Item	2004	2005
Liquid assets:			Short-term liabilities:		
Trade accounts receivable	2 108 533.47	2 951 739.69	Customers: sales proceeds to assign to invoices	806 523.56	96 419.88
Other accounts receivable			Customers: sales proceeds already assigned	7 341 683.65	1 038 353.04
	2 108 533.47	2 951 739.69		8 148 207.21	1 134 772.92
Term deposits in euros	6 093 155.23	418 837.49			
Sight deposits in euros	1 960 111.12	715 935.43	Medium-term liabilities: Accounts receivable on behalf of the institutions at 31.12.2005	2 013 592.61	2 951 739.69
Total	10 161 799.82	4 086 512.61	Total	10 161 799.82	4 086 512.61

Table 41 — Profit-and-loss account at 31 December 2005

(in euros)

Charges			Products		
Item	Expenditure		Item	Income	
	2004	2005		2004	2005
Invoiced rebates	2 709 915.66	2 314 914.98	Gross sales revenue	11 655 290.44	10 673 475.08
Insolvent debtors	6 487.01	9 197.37	Charges invoiced		
Provision for doubtful debts	135 962.25		Miscellaneous revenue	39.18	
Miscellaneous charges	63.93	644.51	Recovered fees	424.27	
Exchange losses	147.29		Exchange gains		
Adjustments to bank accounts			Adjustments to bank accounts		
Debit interest			Credit interest	138 857.70	129 545.65
Bank charges	4 818.88	4 362.14	Adjustment on provision for doubtful debts		139 301.86
Operating result	8 937 216.57	8 613 203.59			
Total	11 794 611.59	10 942 322.59	Total	11 794 611.59	10 942 322.59

Personnel management

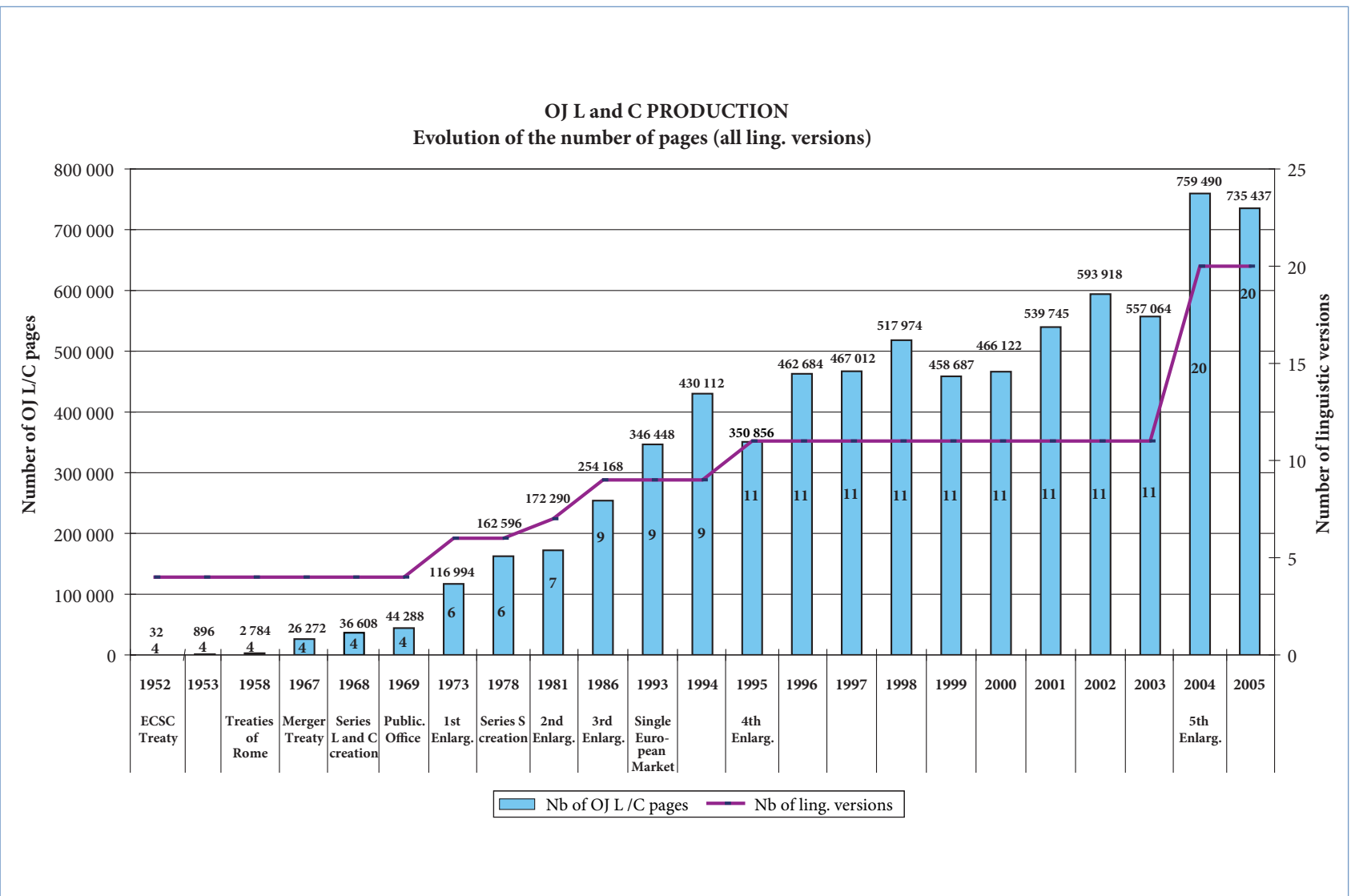
Table 42 — Staff numbers 2004 and 2005

Category and grade	Publications Office			
	2004		2005	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts
A*16	1	—	1	—
A*15	3	—	3	—
A*14	8	—	8	—
A*13	—	—	1	—
A*12	4	—	8	—
A*11	15	—	13	—
A*10	10	—	12	—
A*9	—	—	4	—
A*8	20	—	19	—
A*7	—	—	—	—
A*6	3	—	3	—
A*5	8	—	8	—
Total	72	—	80	—
B*11	—	—	3	—
B*10	46	—	45	—
B*9	—	—	4	—
B*8	45	—	46	—
B*7	72	—	67	—
B*6	50	—	50	—
B*5	32	—	33	—
B*4	—	—	—	—
B*3	—	—	81	—
Total	245	—	329	—
C*7	—	—	2	—
C*6	42	—	48	—
C*5	36	—	39	—
C*4	37	—	43	—
C*3	41	—	42	—
C*2	41	—	31	—
C*1	—	—	—	—
Total	197	—	205	—
D*5	—	—	1	—
D*4	10	—	11	—
D*3	11	—	8	—
D*2	1	—	1	—
Total	22	—	21	—
Grand total	536	—	635⁽¹⁾ ⁽²⁾	—

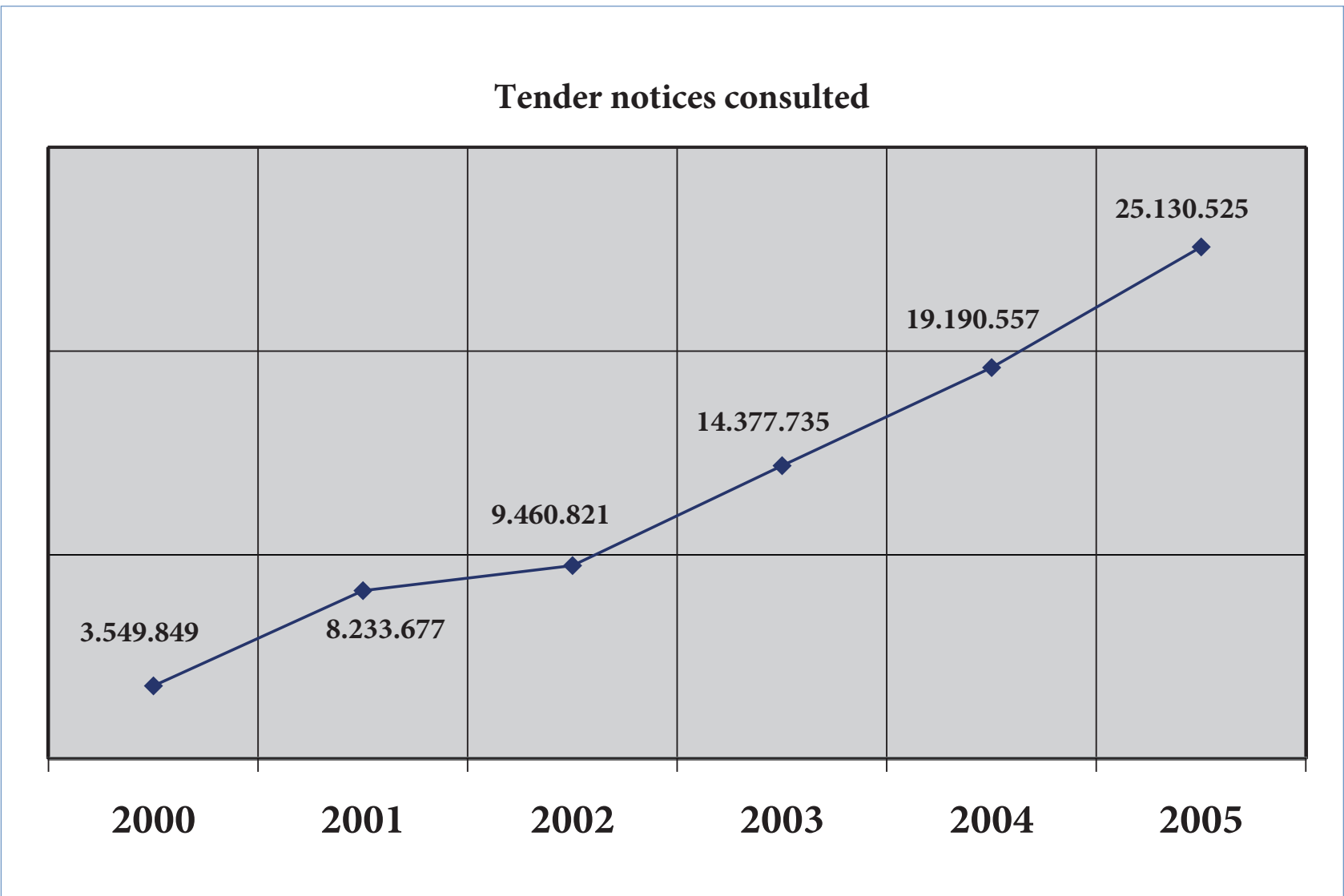
(1) Of which two posts of technical assistant and secretarial assistant.

(2) Half-time working in certain posts may be offset by the recruitment of other staff within the limit of the balance of posts thereby released in each category.

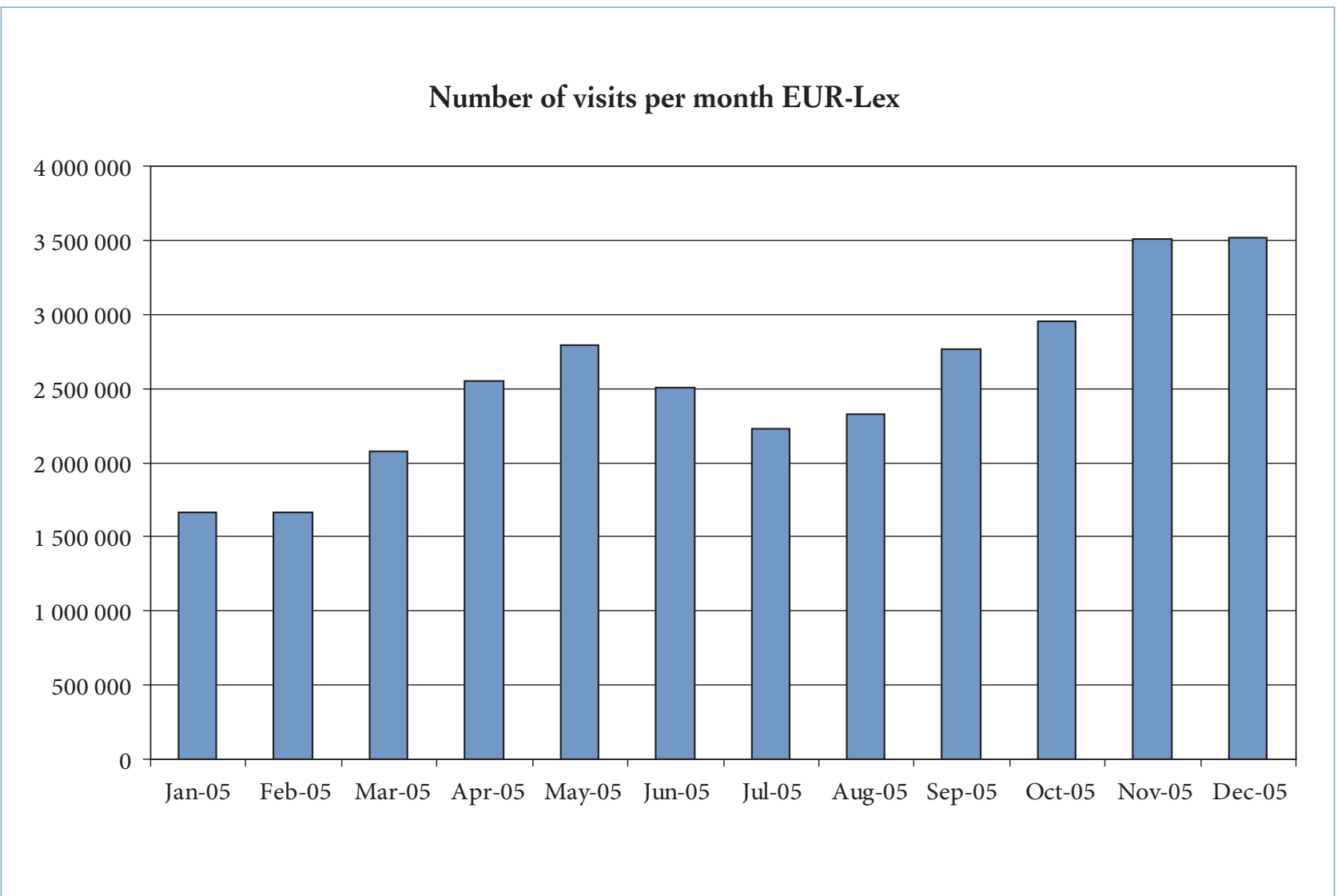
Graph 1 – Evolution of the Official Journal production (1952-2005)



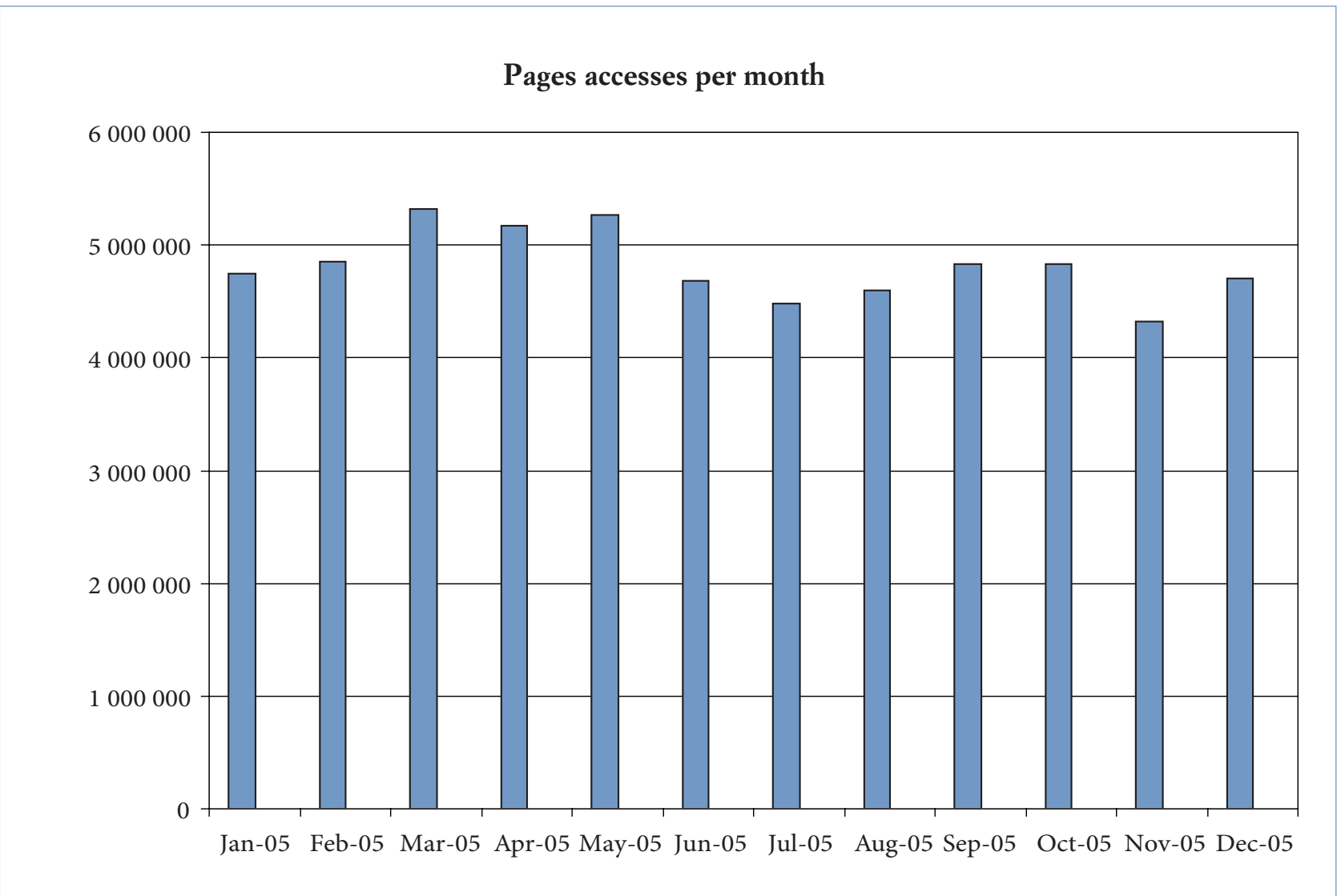
**Graph 2 –
TED consultation figures**



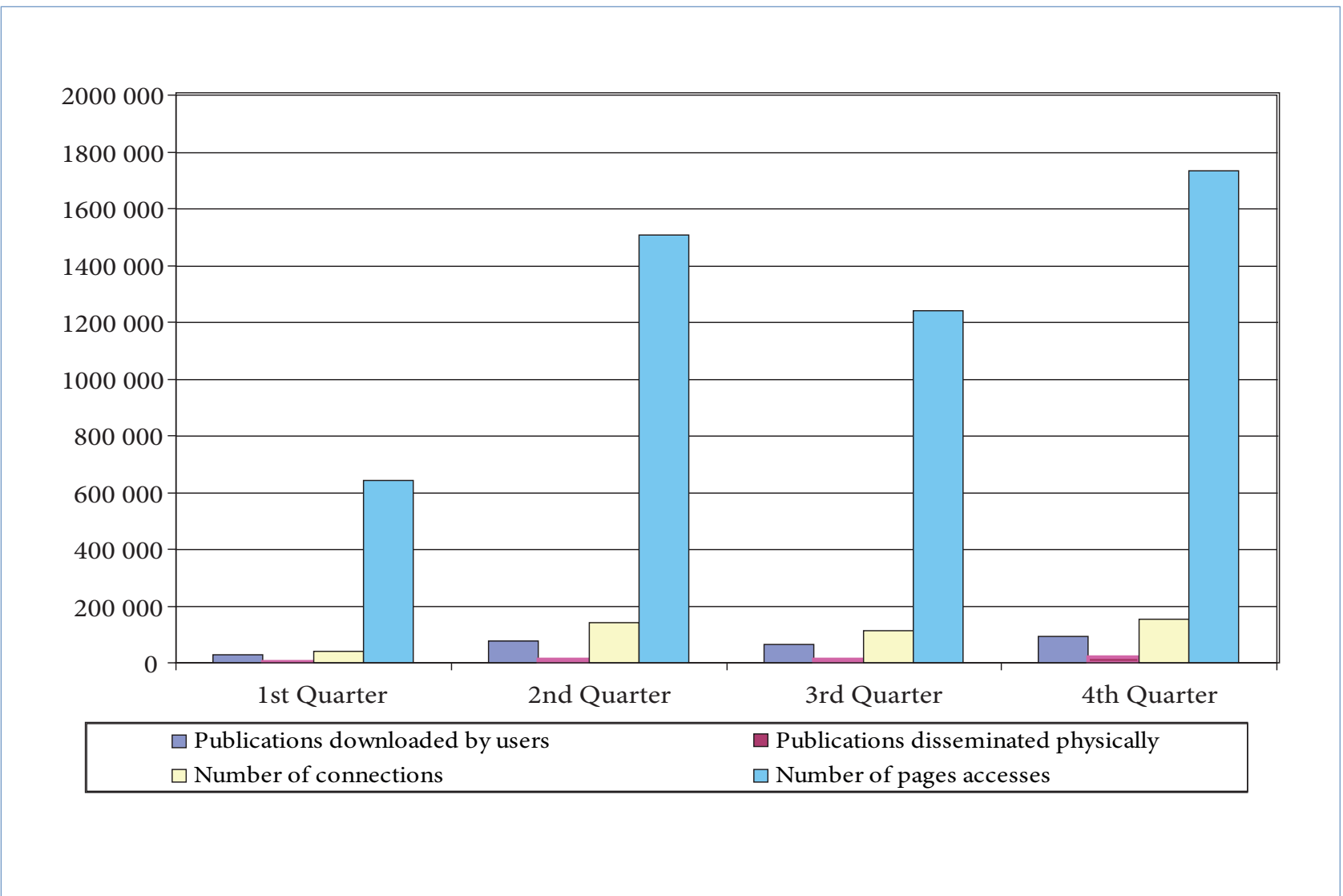
**Graph 3 –
EUR-Lex consultation figures**



**Graph 4 –
CORDIS consultation figures**



**Graph 5 –
EU Bookshop consultation figures**



Annex 4 – Balance sheet

Balance sheet

(in euros)

	European Union Financial Statement	105 556 771.81
Notes reference	Assets (total)	36 422 427.51
	Non current assets	4 436 036.29
1	Intangible fixed assets	6 058.30
	Computer software	6 058.30
	21001000 — Computer software	7 428.16
	21008000 — Computer software depreciation	- 1 369.86
2	Tangible fixed assets	4 429 977.99
	23001000 — Plant, machinery & equipment	459 132.61
	23008000 — Plant, machinery & equipment depreciation	- 325 176.57
	24001000 — Furniture & rolling stock	6 153 342.04
	24008000 — Furniture & rolling stock depreciation	- 5 322 482.05
	24101000 — Computer hardware	11 100 691.81
	24108000 — Computer hardware depreciation	- 7 720 132.72
	24201000 — Other fixtures & fittings	599 451.50
	24208000 — Other fixtures & fittings depreciation	- 514 848.63
	Current assets	31 986 391.22
3	Stocks	5 520 971.54
	34000000 — Stock	9 235 637.78
	34090000 — Amounts written-down	- 3 714 666.24
4	Short-term prefinancing	1 436 434.27
	40900000 — Prefinancing upload European Community	1 436 434.27
	Short-term receivables	23 893 716.62
5	Commercial activity receivables	2 951 739.69
	40080000 — Miscellaneous debtors	3 423 443.68
	40790000 — Impairment	- 471 703.99
6	Other current receivables	1 720 485.09
	90400000 — Amounts receivables — intra Commission	1 395 920.05
	40000000 — Customers receivables	264 472.06
	40001000 — Amounts receivables — customers	5 081.29
	40004000 — Amounts receivables — public bodies	13 474.67
	47901000 — Expenses to be invoiced to institutions	41 537.02
7	Consolidated EC entities receivable	21 507 517.66
	40005000 — Consolidated entities GC-liaison	250 218.95
	40005100 — Consolidated entities GC-no liaison	124 528.54
8	46110000 — Agencies — miscellaneous account	- 28 711.77
	47001000 — PE compte liaison	3 812 080.84
	47002000 — CM compte liaison	14 740 105.46
	47004000 — CDJ compte liaison	1 023 602.68
	47005000 — CDC compte liaison	947 578.74
	47006000 — CES compte liaison	429 794.04
	47008000 — CDR compte liaison	191 876.19
	47009000 — MED compte liaison	16 443.99
	Intercompany accounts	- 3 689 424.79
	47000000 — Transit account expenses OPOCE (institutions)	- 221 199.78
8	47401000 — Sales on behalf of other DGs	- 3 468 225.01

9	Active accruals & deferrals	1 403 398.97
	49000000 — Prepaid expenses	1 050 233.12
	49045000 — Verification internal documents	0.00
	49050000 — Accrued income	5 799.79
	49050900 — Accrued income with consolidated entities	279 048.07
	49271000 — Operations OPOCE	274.35
	99040000 — Verification internal invoices	67 185.64
	49212000 — Charges paid by CM	704.12
	49214000 — Charges paid by CDJ	153.88
10	Cash & cash equivalents	1 135 268.79
	57200000 — Cash	495.87
	53004000 — Deposit account OPOCE	418 837.49
	55904000 — Current account OPOCE	715 935.43
	Liabilities	– 8 254 126.40
11	Capital	11 286 843.96
	14010000 — Reported result adjustment — Account payable	16 621 165.28
	14015000 — Reported result adjustment — Assets	– 5 334 321.32
	Current liabilities	– 19 540 970.36
	Provisions for risks and liabilities	– 1 026 164.00
12	48900000 — Short-term provision	– 1 206 164.00
	Accounts payables	– 8 724 697.97
	90450000 — Payable — intra Commission	– 67 185.64
	49040000 — Verification — Invoices & credit notes	277 129.24
	44001000 — Amounts payables — Suppliers	– 8 195 740.72
	44001060 — Amounts payables — Suppliers — Adjustments	481 118.21
	44007000 — Amounts payables — Staff	– 3 583.07
	44004000 — Amounts payables — Public bodies	– 736 672.70
	44004060 — Amounts payables — Public bodies	1 345.58
8	47000900 — Sales on behalf of Institutions	– 502 051.67
	44450000 — ABAC Assets goods receipt	20 942.80
13	Passive accruals & deferrals	– 9 610 108.39
8	49936000 — Unapplied sales	– 87 524.14
	49915000 — Income CDC	– 227.04
	49055000 — Accrued charges	– 9 522 357.21

Economic outturn

(in euros)

Notes reference	II. Surplus/deficit from ordinary activity	77 648 666.10
14	II.1.1. Operating revenues	- 10 307 002.93
	74021000 — Sales publications	- 4 944 450.99
	74022000 — Sales & revenues JRC	253 962.89
	76020000 — Special temporary contribution	- 37 575.41
	76050000 — Income taxes	782.76
	74007000 — Other income fixed assets	- 149 609.56
	74009000 — Income consolidated entities	- 276 756.97
	74600000 — Historic prefinancing corrections	- 1 436 434.27
	74045000 — Recovery previous stock written off	- 3 708 796.38
	74023000 — Sales other	- 8 125.00
	II.1.2. Operating expenses	92 479 596.25
15	Staff expenses	232 237.22
	62000000 — Staff costs	83 667.26
	62040000 — Staff perquisites & social expenses	135 141.56
	62050000 — Allowances	13 428.40
16	Fixed assets related expenses	2 343 869.57
	63090000 — Amounts written off tangible fixed assets	8 358.28
	63010000 — Depreciation of intangible fixed assets	1 274.03
	63020000 — Depreciation of tangible fixed assets	2 334 237.26
17	Other administrative expenses	53 711 569.09
	61002000 — Building maintenance	3 329 013.86
	61003000 — Building insurance	26 667.08
	61004000 — Building taxes	31 929.96
	61001000 — Building rent	6 009 702.91
	61001500 — Other rent	5 424.56
	61001700 — Operating lease expenses	100 931.08
	61010000 — Office supplies & maintenance	11 795 232.39
	61020000 — Communications & publications	27 772 025.01
	61030000 — Publicity & legal expenses	725 563.62
	61040000 — Insurance others	3 516.10
	61050000 — Car & transport expenses	95 053.20
	61070000 — Training costs	72 260.77
	61080000 — Missions	0.00
	61085000 — Experts & related expenditure	7 124.46
	61090000 — Other goods & services	3 524 777.30
	61100000 — Expenditure consolidated entities	212 346.79
18	Operational expenses (direct centralised management)	35 265 967.24
	60120000 — Direct Central Management — Functioning grant	- 11 527.73
	60140000 — Direct Central Management — other	32 271 430.59
	60091000 — Movements on stock	- 708 601.86
	60095000 — Amounts written off stock	3 714 666.24
	Other operating expense	925 953.13
19	63700000 — Provisions for other liabilities	1 206 164.00
20	64600000 — Historical corrections	- 280 210.87
21	II.2.2. Financial expenses	10 993.06
	65010000 — Interests for late payments	10 993.06
	II.3. Surplus/deficit internal Commission	- 4 534 920.28
	90600000 — Internal Commission expenses	160 276.43
	90700000 — Internal Commission revenue	- 4 695 196.71

Notes reference		<i>(in euros)</i>
24	Off-balance	- 260 195.40
	OB.1. Contingent assets	10 085 653.82
	G0030000 — Performance guarantees	5 203 225.91
	G0029500 — Guarantees prefinancing — Third parties — upload	4 882 427.91
	OB.2. Contingent liabilities	- 41 137 407.52
22	Z2100000 — Contingent liabilities — Commitments	- 41 107 407.52
23	Z2300000 — Contingent liabilities — Pending legal cases	- 30 000.00
	OB.3. Balancing accounts	30 791 558.30
24	G9999999 — Guarantee balancing account	- 10 345 849.22
	Z9999999 — Balancing account	41 137 407.52

Explanatory notes

Balance sheet

The annual accounts of the Publications Office have been prepared according to the accounting rules adopted by the European Commission which are in line with the IPSAS, the International Public Sector Accounting Standards based on accrual accounting principles.

This year the balance sheet is directly extracted from ABAC-SAP, the new centralised accrual accounting system of the Commission. The presentation used here is a customised layout for ease of reading.

Assets and liabilities do not match because the Office's balance sheet forms part of the Commission's balance sheet, where the assets and liabilities do balance.

During the process of validation the Office noted and communicated some errors to DG Budget. For time reasons some necessary corrections have not been booked in 2005 but will be booked in 2006. These errors are mentioned in the explanatory notes below.

These accounts will form part of the 2005 provisional annual accounts of both the Commission and the European Communities.

1. Intangible fixed assets

Applying the transitional period of Accounting Rule No 6, concerning intangible fixed assets, the Office has not included in this category the charges related to large-scale customised software projects, such as Plan-Publi, Gescom, Plan-JO, etc. These projects have been developed over several years and have a value of some millions of euro. Up to now they have always been booked in the balance sheet as an expense. The Office will use the foreseen transitional period of 5 years in order to put in place procedures to reliably evaluate this type of assets.

To the figure shown in the balance sheet must be added a net value of 560 106.06 euro (purchasing value of 3 015 445.81 euro less cumulated depreciation of 2 455 339.75 euro). These values are related to computer software owned by the Office and which have not been included in the value shown in the balance sheet due to problems with the technical upload to the SAP system.

2. Tangible fixed assets

The Publications Office handles assets concerning the Official Journal L&C series that are financed by budget lines from different institutions. In recent correspondence, DG Budget has confirmed their position that the Office must include the total value of these assets in its balance sheet, and not just the Commission's share. This rule has been applied to the closing balances of previous years.

The depreciation of both tangible and intangible assets is centrally calculated by DG Budget.

3. Stocks

The cost value of all stocks held and declared by the Office on behalf of all institutions is 9 235 637.78 euro. The value of depreciations made is 3 714 666.24 euro. The net value is 5 520 971.54 euro.

The gross value of all publications in stock is 8 661 828 euro. The value of impairments made is 3 538 161 euro. The net value is therefore 5 123 667 euro. According to the new accounting rules the stock of publications destined to be sold has been evaluated at the net realisable value, so its value of 1 014 563.83 euro has been fully written-down. The stock of other publications as well as the stock of other supplies has been evaluated considering an average rate of rotation.

Stock of publications as at 31.12.2005

Priced publications destined to be sold				
Type of rotation	Gross value by rotation	Impairment rate	Impairment value	Net value
	1 014 564	100%	1 014 564	0
Subtotal	1 014 564		1 014 564	—

Publications not destined to be sold (free-of-charge + priced)				
Type of rotation	Gross value by rotation	Impairment rate	Impairment value	Net value
No rotation in the last 24 months	2 549 088	66%	1 682 398	866 690
No rotation in the last 12 months	2 549 088	33%	841 199	1 707 889
Printed in the year	2 549 088	0	—	2 549 088
Subtotal	7 647 265		2 523 597	5 123 667
Total	8 661 828		3 538 161	5 123 667

NB: The publications on stock are those remaining after the 'diffusion de base' (subscriptions, etc.).

The stock of materials and supplies consumed in the production process (printing and distribution) has a gross value as at 31 December 2005 of 573 809 euro. For this type of stock an impairment value due to specific obsolescence or damage has been calculated. The impairment value is 176 505 euro. The net value is therefore 397 304 euro.

4. Short-term prefinancing

The net value of prefinancing still open as of 31 December 2005 is 1 436 434.27 euro and relates to CORDIS contracts. According to the new accounting rules prefinancing is no longer considered as an expense, but as an asset.

5. Commercial activity receivables

This section indicates the gross amount of receivables related to the sales of publications (3 423 443.68 euro) from which is deducted a provision of 471 703.99 euro for doubtful debtors.

6. Other current receivables

The account '90400000 — Amounts receivables — Intra Commission' represents receivables from other DGs related to recovery orders for storage and dissemination costs and for the cost of publications printed in-house. However it should be noted that a plausibility check has only been made to the accounts '40000000 — Customer receivables' and '90400000 — Amounts receivables — Intra Commission', because the Office's services had no access to the detailed ledger of these accounts. Further clarifications have been requested by the Office from DG Budget.

7. Consolidated EC Entities — receivables

These accounts are used for the interinstitutional operations, specifically for the Office to record expenses related to Official Journal L&C series (OJ L&C). Its balance at the end of the year should be zero at the EU level. The Office has asked DG Budget to check these figures at the EU level and to jointly establish a method to allow the Office to check them in the future.

8. Payables related to commercial activity

46110000 — Agencies — Miscellaneous account

This account includes the amounts that the Office owes to the agencies and is related to revenue from sales of publications to be paid to them.

47401000 — OPOCE — Sales on behalf of other DGs

This account includes the amounts that the Office owes to the Commission and is related to revenue from sales of publications to be paid to other DGs.

47000900 — Sales on behalf of institutions

This account includes the amounts that the Office owes to institutions other than the Commission and is related to revenue from sales of publications to be paid to them.

49936000 — Unapplied sales

This amount of this account represents the sales receipts that are classed as 'non-attributed' and 'on account'. The follow-up of this account is done on a monthly basis by the Office.

9. Active accruals & deferrals

This category includes the amounts of receivables related to cut-off adjustments: receivables related to recovery orders to issue in 2006 related to services performed in 2005, and charges paid in 2005 for services to be rendered in 2006 (i.e. rents).

The value shown in the account '49000000 — Prepaid expenses' is overstated because of a double booking entry of DG Budget. The correct balance should be 571 010.02 euro. This error will be corrected in 2006.

10. Cash & cash equivalents

This section includes the balances of both deposit and current bank accounts managed by the Office for its sales activity. The 'Petit Cash' procedure was stopped in March 2005 and the return of the cash held is under preparation.

11. Capital

This account is used to reflect each DG's adjustments of the opening balances for fixed assets and stocks.

The section shows an anomalous debit balance due to the fact that DG Budget reversed the opening balance cut-off figures for the amount of 16 621 165.28 euro.

12. Short-term provision

A provision of 1 206 164 euro, concerning the amounts deducted when paying invoices of CORDIS contractors, has been made. The Office will pay this amount to the relevant contractors at the end of the contract, provided certain conditions are met.

13. Passive accruals & deferrals

The account '49055000 — Accrued charges' represents amounts payable for services and goods rendered in 2005 but not yet invoiced by the suppliers. This figure is the result of the analysis of the outstanding commitments (RAL) as of 31 December 2005.

Economic outturn

14. Operating revenues

74021000 — Sales — Publications

The figure shown in the economic outturn does not reflect the accrual amount of revenue but is coherent with the rules stated in the Accounting Manual at sheet 7005 'Ventes et Produits — Publications'. The Office has proposed to review the relevant parts of the Manual with DG Budget.

In 2005 this account was used to record the income of sales of publications for which the Office is the beneficiary. The major part of its balance is related to income from sales of the OJ L&C, due to the budget item delegated to the Director of the Office by the Commission.

74022000 — Sales & revenues JRC

The value shown in the balance sheet represents a correction that should have been booked in account '74021000 — Sales & Revenues Publications'. This error has been communicated to DG Budget and will be corrected by DG Budget.

74600000 — Historic prefinancing corrections

This account reflects the upload of the net balance of prefinancing for CORDIS which was not done for the opening balance 2005 as DG Budget did not have the necessary information at that time.

74045000 — Recovery previous stock written-off

This account reflects the result of the technical reversal of the impairment of stock made at 31 December 2004. The impact on the economic outturn of the stock impairment is 5 869.86 euro, i.e. the impairment made in 2005 less the impairment of stock dated 31 December 2004.

Operating expenses

According to accrual accounting principles the economic outturn includes not only the expenses incurred and paid in 2005 but also expenses for goods and services delivered in 2005 not yet paid or not yet invoiced. In order to compute the expenses incurred in 2005 but not yet invoiced, the Office, according to the instructions delivered by DG Budget, analysed the amounts of outstanding commitments (RAL) as of 31 December 2005. Around 90% of the outstanding amounts have been analysed in detail, with the remaining 10% analysed using a statistical method.

The economic outturn also includes expenses for which the Office has received a subdelegation. It does not include expenses for which a delegation has been given to other DGs.

15. Staff expenses

The largest cost of staff (salaries) is not included in the Office's economic outturn as reporting on this falls to the responsibility of the PMO, who has a subdelegation for payments. The accounts shown in this section include expenses related to the crèches (135 141.56 euro on '62040000 — Staff perquisites & social expense') and the amounts related to two regularisation accounting entries made by DG Budget (83 667.26 euro on '62000000 — Staff costs').

16. Fixed assets related expenses

63010000 — Depreciation of intangible fixed assets

To the amount shown in the economic outturn should be added the amount of the yearly depreciation related to assets not included in the balance sheet: 28 164.26 euro.

63020000 — Depreciation of tangible fixed assets

This entry represents the yearly depreciation of fixed assets calculated centrally by DG Budget.

17. Other administrative expenses

61001000 — Building rent

This account represents the accrual amounts of rents in 2005.

61010000 — Office supplies & maintenance

This account reflects the costs of IT maintenance, development of large customised software projects (Plan-Publi, Gescom, Plan-JO), office supplies, maintenance, supplies for the print-shop and the distribution centre. The value of 312 643.69 euro concerning computer software considered as an expense in 2005 should be deducted from the amount shown in the economic outturn and will be included in the intangible assets in 2006.

61090000 — Other goods & services

The major part of this value relates to external proofreading costs.

18. Operational expenses (Direct centralised management)

This category includes CORDIS and JO S expenses as well as the impact on the economic outturn of the movements of stock. This section also includes the account '6009500 — Amounts written off stock' which is the impairment of stock as of 31 December 2005. The impact on the economic outturn of stock's impairment is 5 869.86 euro, i.e. the impairment made in 2005 less the impairment of stock dated 31 December 2004.

19. 63700000 — Provisions for other liabilities

A provision of 1 206 164 euro, concerning the amounts deducted when paying invoices of CORDIS contractors, has been made. The Office will pay this amount to the relevant contractors at the end of the contract, provided certain conditions are met.

20. 64600000 — Historical corrections

This account, instead of a capital account, has been used by DG Budget to book some corrections of the opening balance.

21. Financial expenses

This category includes interest paid to suppliers relating to late payments.

Off-balance

22. Z2100000 – Contingent liabilities – Commitments

The amount shown in the balance sheet represents the RAL, namely the outstanding commitments, of the Office as of 31 December 2005.

This amount which represents the contingent liabilities is overstated by 9 522 357.21 euro because part of the RAL has already been included in the balance sheet as accruals. DG Budget will make a centralised booking (that will not affect the individual DG figures) that will reduce the RAL by the amount of eligible expenditure incurred, so the figure will be correct at Commission level. For the Office's balance sheet the part of the Office's RAL representing a contingent liability is 31 615 050.31 euro.

For technical reasons off-balance assets and liabilities are not balanced at the Office's level. They balance at the Commission level.

23. Z2300000 – Contingent liabilities – Pending legal cases

A provision of 30 000 euro has been made in order to cover potential costs of one pending legal case.

24. G9999999 – Guarantee balancing account

The balance for guarantees is 10 085 653.82 euro appearing under OB.1. The off-balance sheet account shows a balance of - 260 195.40 euro which corresponds to an expired guarantee which was booked centrally by DG Budget and not assigned to the Office's cost centre.

Operating lease commitments

According to the new accounting rules, amounts due for rents, which were reported in the off-balance sheet in previous years, must no longer be reported under this category but in the notes to the accounts instead.

The related amounts are therefore shown in the table below:

Description	Charges still to be paid			
	<1 year	1-5 years	>5 years	Total charges to be paid
Mercier Building	4 207 500.00	16 830 000.00	32 726 280.82	53 763 780.82
Gasperich Building	765 000.00	3 060 000.00	2 963 589.04	6 788 589.04
Wurth Building	—	—	—	—
Fischer Building	1 224 000.00	4 896 000.00	3 973 808.22	10 093 808.22
Car park Commerce	110 109.00	27 451.83	—	137 560.83
Car park Fed Agricole	19 431.00	29 173.12	—	48 604.12
Cars	18 095.19	13 518.32	—	31 613.51
Total	6 344 135.19	24 856 143.32	39 663 678.08	70 863 956.54

Tangible fixed assets

(in euros)

	Land & buildings	Plant, machinery & tools	Furniture & vehicles	Computer hardware	Finance leases & similar entitlements	Other fixtures and fittings	Assets under construction and pre-payments made	Total
A. Acquisition value								
Previous year-end		454 267.98	6 027 721.12	12 847 249.71	0.00	1 744 648.97		21 073 887.78
<i>Changes during the year:</i>								
Acquisitions during the year		33 656.00	79 180.00	1 154 896.29	0.00	8 133.00		1 275 865.29
Disposals and withdrawals		- 27 768.50	- 545 003.06	- 4 822 210.87	0.00	- 49 104.10		- 5 444 086.53
Transfers between headings		- 9 861.27	439 652.13	710 776.67	0.00	- 1 132 504.67		8 062.86
Other changes		8 838.40	151 791.85	1 209 980.01	0.00	28 278.30		1 398 888.56
<i>Year-end</i>	0.00	459 132.61	6 153 342.04	11 100 691.81	0.00	599 451.50	0.00	18 312 617.96
B. Rise in value					0.00			
Previous year-end								
<i>Changes during the year:</i>								
Recorded					0.00			
Cancellations					0.00			
Other changes					0.00			
<i>Year-end</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. Depreciation and value adjustments								
Previous year-end		- 315 796.59	- 5 041 589.21	- 8 835 304.53	0.00	- 1 531 894.60	0.00	- 15 724 584.93
<i>Changes during the year:</i>								
Recorded		- 41 632.41	- 267 653.28	- 1 913 592.19	0.00	- 111 359.38		- 2 334 237.26
Cancellations as a result of disposals and withdrawals		27 768.50	544 091.86	4 821 084.86	0.00	42 783.03		5 435 728.25
Transfers between headings		9 861.27	- 406 352.53	- 714 062.18	0.00	1 102 490.58		- 8 062.86
Other changes		- 5 377.34	- 150 978.89	- 1 078 258.68	0.00	- 16 868.26		- 1 251 483.17
<i>Year-end</i>	0.00	- 325 176.57	- 5 322 482.05	- 7 720 132.72	0.00	- 514 848.63	0.00	- 13 882 639.97
Net book value (A+B-C)	0.00	133 956.04	830 859.99	3 380 559.09	0.00	84 602.87	0.00	4 429 977.99

Stocks

(in euros)

Account		Acquisition value	Value reduction	Net book value as at 31.12.2005	Net book value as at 1.1.2005
310100	Scientific equipment	0.00	0.00	0.00	0.00
310120	Scientific material			0.00	
310110	Fissile material			0.00	
310140	Heavy water			0.00	
310130	Vaccinations			0.00	
310500	Consumables	573 809.44	- 176 505.24	397 304.20	443 039.54
311000	Goods for resale ⁽¹⁾	8 661 828.34	- 3 538 161.00	5 123 667.34	4 375 200.00
310000	Total	9 235 637.78	- 3 714 666.24	5 520 971.54	4 818 239.54

⁽¹⁾ All publications in stock.

Operating lease

(in euros)

Description	Cumulative charges paid	Charges still to be paid				31.12.2005	31.12.2004
		<1 year	1-5 years	>5 years	Total charges to be paid		
	1	2	3	4	5 = 2 + 3 + 4	6 = 1 + 5	7
Mercier Building	23 660 348.85	4 207 500.00	16 830 000.00	32 726 280.82	53 763 780.82	77 424 129.67	76 650 912.48
Gasperich Building	9 508 097.90	765 000.00	3 060 000.00	2 963 589.04	6 788 589.04	16 296 686.94	16 263 931.02
Wurth Building	2 163 069.15	0.00			0.00	2 163 069.15	2 171 784.83
Fischer Building	780 586.20	1 224 000.00	4 896 000.00	3 973 808.22	10 093 808.22	10 874 394.42	9 453 766.20
Car park Commerce	291 988.04	110 109.00	27 451.83	0.00	137 560.83	429 548.87	0.00
Car park Fed Agricole	39 315.12	19 431.00	29 173.12		48 604.12	87 919.24	0.00
Cars	63 736.62	18 095.19	13 518.32		31 613.51	95 350.13	96 781.30
IT material	683 717.58	0.00			0.00	683 717.58	771 815.78
Total	37 190 859.46	6 344 135.19	24 856 143.27	39 663 678.08	70 863 956.54	108 054 816.00	105 408 991.61

European Commission

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