

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

**EIGHTH
ANNUAL MANAGEMENT REPORT
1976**

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

**EIGHTH
ANNUAL MANAGEMENT REPORT
1976**

CONTENTS

	<u>Page</u>
Introduction	5
I - Summary of the activities of the Management Committee	11
II - Publications issued by the Office	15
- Official Journal	17
- Publications other than the Official Journal.....	31
- Workshops	41
- Programming and production	45
III - Sales and distribution	47
IV - Administration	55
- Accounts Office	57
- General Services	68
- Technical and Administrative Section	69
V - Report on the application of the current provisions relating to medium- and long-term translations	71
VI - Staff of the Office and staff management problems	77
VII - Establishment plan	91
 Charts	
1 : Evolution of the number of pages/language in the Official Journal ...	19
2 : Evolution of the number of issues of the Official Journal of the European Communities	20

INTRODUCTION

After the entry into force on 1 January 1975 of the convention on the printing of the Official Journal of the European Communities, concluded for a period of five years with a consortium of five printing works, and after the changeover on 1 January 1976 to direct dispatching of the Official Journal from Luxembourg to all its subscribers, the Management Committee was able to take a certain number of measures which will have a profound influence on the functioning of the Office over the next few years :

- (a) renewal of the composition equipment of the Office's workshops ;
- (b) adoption of a new accounting system incorporating a new scale of intervention costs ;
- (c) further subdivision of the Official Journal ;
- (d) computer-assisted preparation of the annual indexes to the Official Journal ;
- (e) general sales policy ;
- (f) harmonized presentation of documents for publication ;
- (g) restructuring of the Office's "Plan of Organization"

x

x

x

(a) Renewal of the composition equipment of the Office's workshops

In February 1976 the ad hoc working party appointed by the Management Committee in 1975 produced a final report on which was based the technical description of the invitation to tender issued in March 1976 in connection with the purchase of new photocomposition equipment.

These conclusions were taken as guidelines at every stage of the preparation of the invitation to tender, in the examination and analysis of the various offers and in the final proposal to purchase. They may be summarized as follows :

- the Office, as a public service responsible for the official publications of the European Communities, cannot depend entirely on outside printers and must therefore possess its own equipment capable of providing the services required by the Institutions, including in particular, at any moment, in the occurrence of unforeseen events, the printing of legal texts and the Official Journal; to carry out these tasks, the Office must be able to call upon equipment of adequate capacity which is, above all, completely reliable and always in working order ;
- for the abovementioned reasons, the most practical choice was a modular facility made up of medium capacity machines able to work in pairs as well as individually and guaranteeing the constant availability of a complete set of basic printing equipment without raising the overall capacity of the installations above a level ensuring reasonable rates of utilization.

The report containing the examination and analysis of the various offers, together with the proposals for the purchase of photocomposition equipment of the required standard, was submitted to the Commission's Advisory Committee on Procurement and Contracts (ACPC) in November 1976.

These proposals were approved by the ACPC on 3 December 1976.

The total cost of the equipment to be purchased is Bfrs 11 700 000, of which Bfrs 9 200 000 will be drawn from funds provided in 1976 and Bfrs 2 500 000 from credits made available in 1977.

Most of the new equipment could therefore be ordered in 1976, so that all the new photocomposition equipment can be installed by the middle of the year and in full use as from September 1977.

(b) New accounting system incorporating a new scale of intervention costs

In 1975, the Management Committee decided not to review

the intervention cost tariffs before restructuring the Office's analytical accounts. The old accounting system, with its somewhat arbitrary allocation of costs, gave such an approximation of costing reality that the simple revision of the Office's intervention charges, last fixed in 1973, would merely have resulted in the massive and unnecessary inflation of the volume of payments between the Office and the Institutions without enhancing the quality of the invoicing system.

The Management Committee considered the growing gap between the Office's budgetary commitments and its sales revenue to be a lesser evil than the repercussion of piecemeal modification of its intervention cost tariffs, which mainly served to indicate the comparative levels of activity of the various sectors of the Office.

The review of the Office's accounting system, on which a start was made at the end of 1975, was completed in November 1976. In combination with the new "Plan of Organization"⁽¹⁾, which ensures the clear definition of the various cost sectors, and the conscientious separation of the Office's invoiceable and non-invoiceable activities, the study had produced a general and up-to-date solution which the Office proposes to implement on 1 January 1977.

The results of this study will be discussed by the Management Committee at the beginning of 1977, and should be reflected in a complete review of the intervention cost tariffs for the OJ. indexes, publications and workshops sectors, an intervention tariff for the work of dispatching the Official Journal and a new method of allocation of intervention costs for dispatching the various other publications.

The restructuring of the Office's finances and accounting system, recommended several years ago by the Audit Board, will thus have been brought to a successful conclusion.

(c) Further subdivision of the Official Journal

As explained in last year's report, the Management Committee's report on the subdivision of the Official Journal, the creation of an index to Community acts in force and the publication of a collection of the principal acts of Community law was submitted to the Institutions on 7 April.

(1) See p. 9, (g).

The Institutions approved the conclusions embodied in the report; but the Council pressed for further improvements in the presentation of Community acts.

(d) Computer-assisted preparation of the annual indexes to the Official Journal

In the course of 1976 the printers responsible for technical aspects and the officials of the Publications Office responsible for the preparation of the annual indexes developed a computer-assisted method of production of these indexes from the monthly indexes recorded on magnetic tape.

A trial run was attempted, in all the Community languages, at the end of the year, and there is every likelihood of the annual indexes for 1976 being published by this method, in all six languages, in the course of 1977.

Further progress was made in the harmonization of terminology in the various languages, and experience gained in this direction may well facilitate the production of the proposed "Index of Community acts" (see p. 7, (c), para. 1).

(e) General sales policy

The Office made a start on the formulation of "guidelines for general sales policy"⁽¹⁾, particularly with regard to sales promotion.

Staff, materials and equipment were especially allocated for the purpose, and funds were also mobilized (through the Institutions acting as intermediaries (see chapter III, point III, p. 52) with a view to expanding the circulation and sales of Community publications by all appropriate methods.

The Office will also be able to "supply the Institutions with all the necessary financial information regarding the size of the potential markets in each Community language"⁽²⁾.

(1) See Decision of 16 January 1969 establishing the Office for Official Publications of the European Communities, Art. 4 (1) (ii).

(2) Ibid., Art. 2 (5), final para.

(f) Harmonization of the presentation of texts for publication

After long-drawn-out preparations, and in accordance with Article 4,(2)(ii) of the basic texts, the "publications" sector has drafted "proposals to the Institutions regarding harmonization of the presentation of texts for publication". Discussions with the Commission on this subject are already at an advanced stage, and those with the other Institutions are also under way.

(g) Restructuring of the Office's "Plan of Organization"

On the basis of the deliberations of the Management Committee, the restructuring of the "Plan of Organization" was worked out in 1976 and will come into effect at the beginning of 1977. The results of this operation may be summarized as follows ;

- the Office will consist of four operational units responsible for ;
 1. administrative and technical services ;
 2. the Official Journal ;
 3. other publications ;
 4. sales accounts ;
- There will also be a planning and dispatching service attached to the Director's Office and directly answerable to the Head of one of the four operational units, preferably sales and accounts, so as to guarantee its neutrality in negotiations between the various sectors.

The procedures for filling the unoccupied posts in this new organization chart are already under way or have already been completed.

x
x x

This Annual Management Report was approved by the Management Committee at its meeting of 18 March 1977.

A. VAN HOUTTE
Clerk of the Court of Justice
Chairman-in-Office
of the Management Committee

I - SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE

I - SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE

In 1976, the Management Committee, consisting of

- Mr H. R. NORD, Secretary-General of Parliament;
- Mr N. HOMMEL, Secretary-General of the Council;
- Mr E. NOEL and Mr P. BAICHERE, Secretary-General and Director-General respectively for Personnel and Administration of the Commission;
- Mr A. VAN HOUTTE, Clerk of the Court of Justice;
- Mr D. DELFINI, Secretary-General of the Economic and Social Committee,

held three restricted meetings, on 6 February, 28 June and 6 December 1976, chaired by Mr. N. HOMMEL during the first half of the year and by Mr A. VAN HOUTTE during the second half.

These meetings of the members of the Committee were preceded by those of their alternates, which took place as follows :

- on 4 February, to prepare for the Committee meeting of 6 February 1976 :
- on 23 February and 10 June, to prepare for the Committee meeting of 28 June 1976 ;
- on 20 September and 28 October, to prepare for the Committee meeting of 6 December 1976, i.e. five meetings in all.

The Office conducted its most routine of the routine business by the "written procedure" system; there were 27 such procedures in 1976 (28 in 1975);

Mr F.N. FITZ GERALD, Head of the Publishing Division, tendered his resignation on 31 March 1976; this was accepted by the Commission, in agreement with the Management Committee, on 6 September, with effect from 20 October 1976.

II - PUBLICATIONS ISSUED BY THE OFFICE

- Official Journal
- Publications other than the
Official Journal
- Workshops
- Programming and production

I - DEVELOPMENTS IN 1976

The price revision clause of the Convention on the printing of the Official Journal of the European Communities (1) was invoked for the first time at the beginning of 1976.

As a result of the strike affecting the German printing industry, which involved the three printers of the Official Journal located in the Federal Republic (and which lasted for about ten days at the end of April and beginning of May), three issues of the Official Journal totalling 984 pages or 0.7% of the overall total for 1976 (see tables 7 and 8, p. 29) were produced by a printing works in Belgium. The other two printing works covered by the convention, in France and in the Grand Duchy of Luxembourg, were not in a position to fill the breach.

II - OUTPUT1. Official Journal proper

The analysis of the output of the Official Journal is divided into three parts :

- (a) issues of the Official Journal published in 1976 ;
- (b) reprints of past issues requested by the Sales Service to replenish its stocks and those of its sales agents ;
- (c) invitations to tender for public works contracts.

x

x x

(1) See 7th Annual Management Report, p. 19, I (a).

(a) Issues of the Official Journal published in 1976

- number of pages/language

The number of pages/language, excluding secondary legislation and indexes, totalled 24 224(1) in 1976 compared with 23 608 in 1975 (see chart 1, p. 19, and table 1 below).

Table 1

OUTPUT OF THE OFFICIAL JOURNAL IN PAGES/LANGUAGE

	1969	1970	1971	1972	1973	1974	1975	1976
Number of pages	11 072	11 376	12 549	14 448	19 499	21 964	23 608	24 224
Increase in %		3	10	15	35	12.6	7.5	2.6
Increase on base 100 = 1969	100	103	113	130	176	198	213	219

- number of issues

A total of 677 issues of the Official Journal were published in 1976, including 309 in the C series and 368 in the L series. These figures include the C issue carried forward from 1975 (2).

The trend in the number of issues between 1958 and 1976 is shown in chart 2, p. 20, with an average number of pages/language per month of 2 019 in 1976 (1 967 in 1975). Table 2 below summarizes the development of the Official Journal from 1969 to 1976, and reveals a steady rise in the number of pages and issues.

Table 2

DEVELOPMENT OF THE OFFICIAL JOURNAL

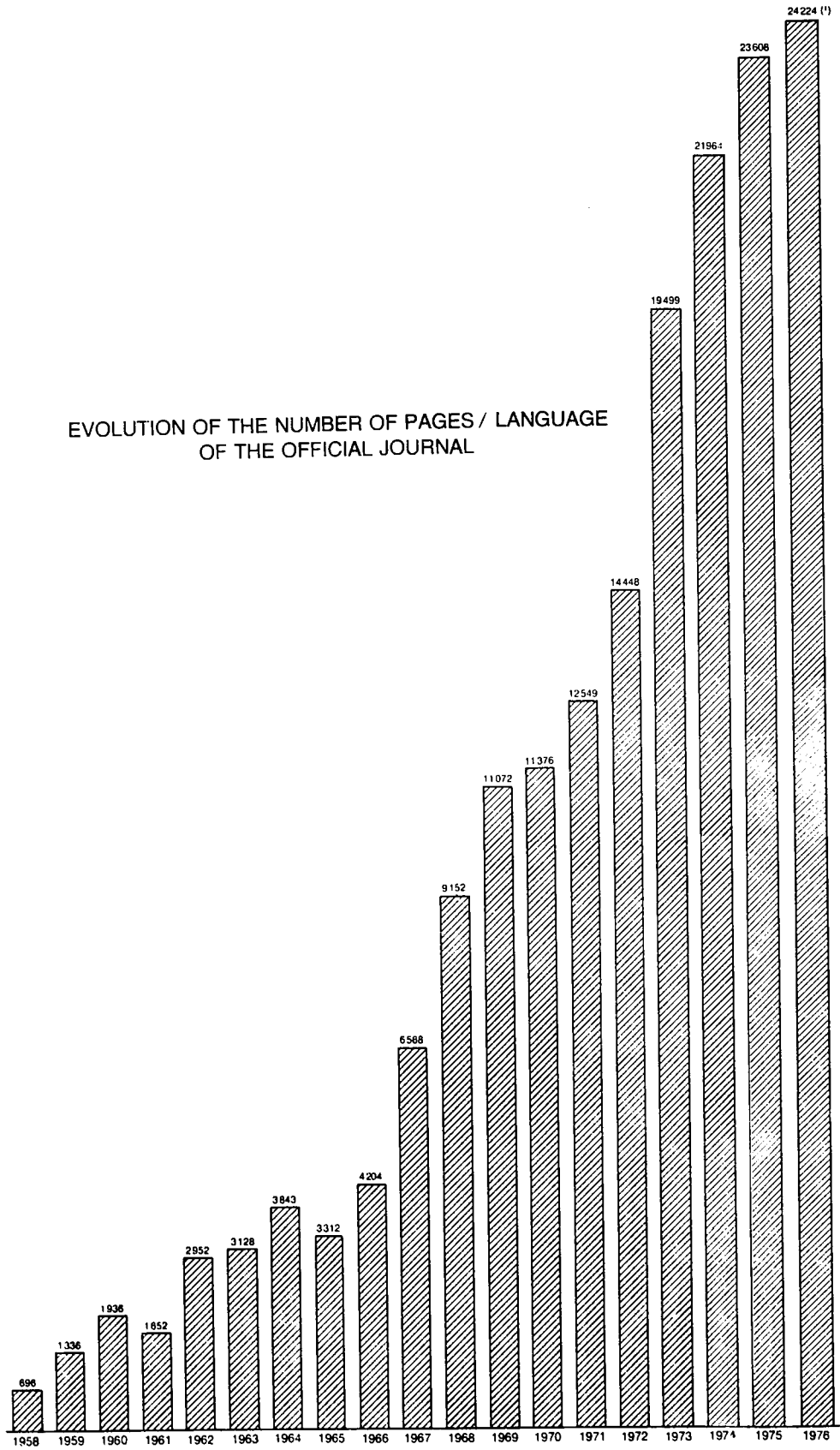
Year	Number of OJ's			Total pages per language	Average number of pages per issue	Average number of issues per month
	L	C	TOTAL			
1969	329	164	493	11 072	22.4	41.08
1970	285	152	437	11 376	26.0	36.42
1971	289	127	416	12 549	30.2	34.67
1972	295	134	429	14 448	33.7	35.75
1973	369	124	493	19 499	39.6	41.08
1974	368	161	529	21 964	41.5	44.08
1975	339	300	639	23 608	36.9	53.25
1976	368	309	677	24 224	35.8	56.42

(1) This total includes the issue dated 1975 but actually published in 1976 (see table 8, p. 29).

(2) Ibid.

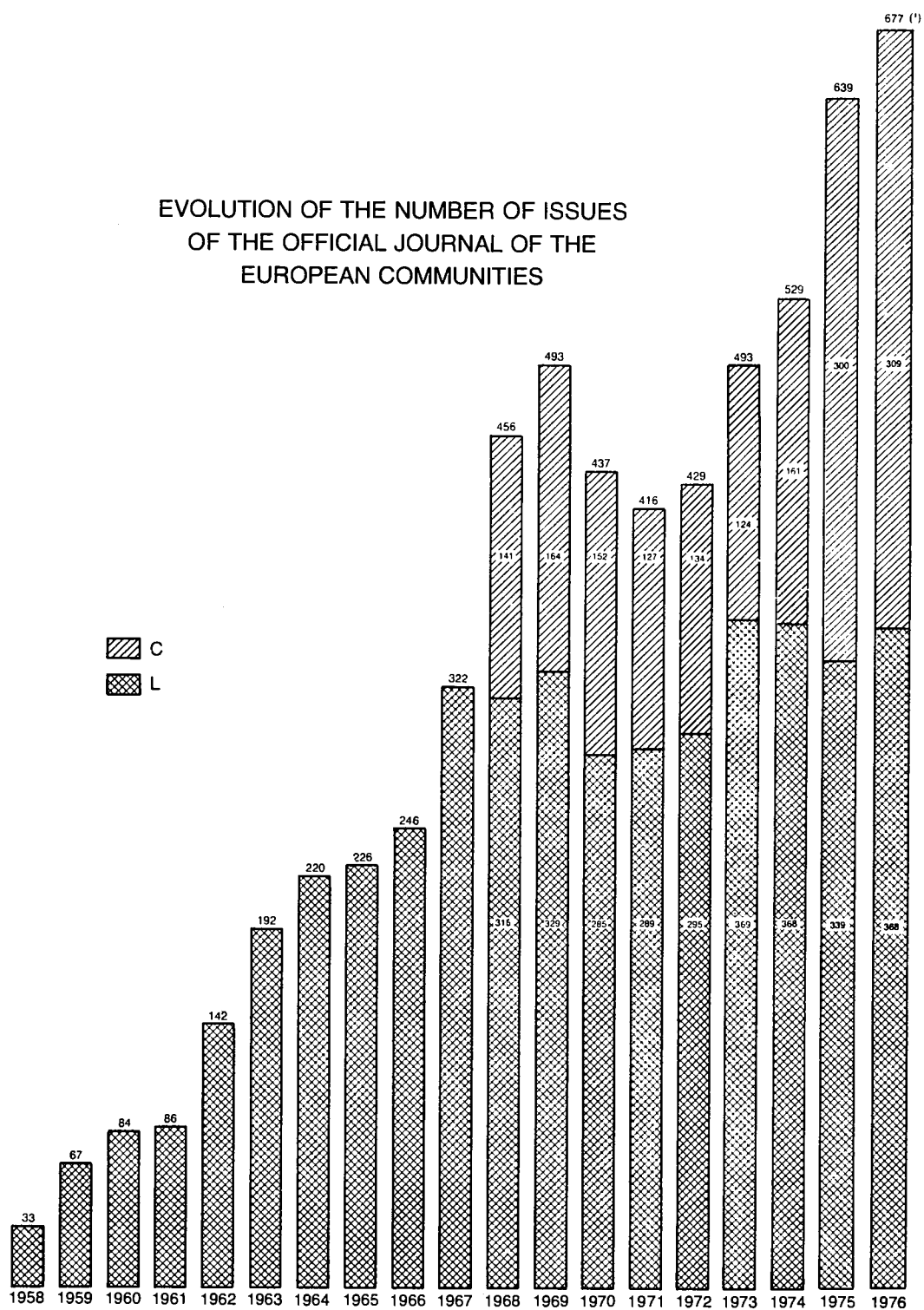
Chart 1

EVOLUTION OF THE NUMBER OF PAGES / LANGUAGE
OF THE OFFICIAL JOURNAL



(*) See footnote on page 18.

Chart 2



(*) See footnote on page 18.

(b) Reprints of the Official Journal

112 issues were reprinted in the Office's workshops (1); these added up to a total of 4 236 pages, for a cost of ~~Bfrs~~ 1 458 707 (see table 7, p. 29).

Total reprints amounted to 72 600 copies, including 500 in Danish, 2 300 in German, 54 600 in English, 11 800 in French, 2 600 in Italian and 800 in Dutch.

The trend of total costs of reprinting is shown in the following table:

Table 3

TREND OF COSTS OF REPRINTING						(in Bfrs)
1970	1971	1972	1973	1974	1975	1976
44 857	241 182	1 703 676	2 065 238	3 038 075	2 874 670	1 458 707

(c) Publications of notices of invitation to tender for public works contracts

1. Number

The number of notices totalled 1 932 pages per language, compared with 2 197 in 1975, comprising 704 by open procedure and 1 228 by restricted procedure. 202 (190) originated in Belgium, 32 (40) in Denmark, 393 (472) in the Federal Republic of Germany, 265 (313) in France, 34 (43) in Ireland, 4 (4) in Italy, 1 (4) in the Grand Duchy of Luxembourg, 78 (97) in the Netherlands and 923 (1 024) in the United Kingdom.

In all, these notices took up 14 604 pages (16 141 pages in 1975).

The figures for the past three years would seem to indicate the stabilization of the number of notices at approximately 2 000 per annum (see 7th Annual Management Report, p. 25, para. 1).

(1) See the chapter on the Office's workshops. p. 42, II (a).

2. Translation

The Office forwarded to the MLTTS for translation 8 875 documents relating to notices of public works contracts (compared with 9 975 in 1975), comprising a total of 16 623 pages translated into five languages (19 232 in 1975) (see chapter on MLTTS, p. 74, I (a)).

The number of pages per document translated averaged 1.88 (1.9 in 1975, 2.1 in 1974).

Table 4

TREND OF THE TOTAL NUMBER OF INVITATIONS TO TENDER
FOR PUBLIC WORKS CONTRACTS

Member State	1975		1976	
	Number of notices	Percentage of total	Number of notices	Percentage of total
Belgium	190	8.7	202	10.5
Denmark	40	1.8	32	1.6
Fr of Germany	472	21.6	393	20.4
France	313	14.3	265	13.7
Ireland	43	1.9	34	1.7
Italy	4	0.2	4	0.2
Luxembourg	4	0.2	1	0.1
Netherlands	97	4.5	78	4.0
United Kingdom	1 024	46.8	923	47.8
Total	2 187	100.0	1 932	100.0

2. Secondary legislation

Publication of secondary legislation in English and Danish continued in 1976, and was invoiced as follows (see table 5, p. 23):

- English Edition

"Omissions from the first and second series of Special Editions 1952-1972" 112 pages

- Danish Edition

volumes I (1b) and I (2) "External Relations" 528 pages

"Omissions from the first series of Special Editions" 4 pages

644 pages

In principle, therefore, the publication of secondary legislation in English and Danish has now been completed.

Table 5

INVOICES IN RESPECT OF SECONDARY LEGISLATION (1) (in Bfrs)

INSTITUTIONS		Pages	Printing costs	Cost of paper	Intervention costs	TOTAL
Council	E	82	278 276	179 000	30 012	487 288
	DK	388	1 253 592	355 817	142 008	1 751 417
		470	1 531 868	534 817	172 020	2 238 705
Commission	E	36	101 379	65 212	10 980	177 571
	DK	144	465 202	132 597	52 704	650 503
		174	566 581	197 809	63 684	828 074
Total	E	118	379 655	244 212	40 992	664 859
	DK	532	1 718 794	488 414	194 712	2 461 920
		644	2 098 449	732 626	235 704	3 066 779

(1) The fixed charge for the transport of secondary legislation from the outside printing works to the Office is included in the cost of the Official Journal.

3. Indexes to the Official Journal

The following indexes were published;

- the annual index in Danish for 1974, at the beginning of July 1976;
- the German, Danish, Italian and Dutch versions of the annual index for 1975, in July, August, September and December 1976 respectively;
- the methodological section of the annual index in Danish for 1973 was printed at the end of 1976, the English and French versions for 1975 were ready for printing and the first proofs of the English and French versions of the annual alphabetical index for 1975 had also been completed;
- work continued on the Danish version of the alphabetical section of the annual index for 1973;
- the monthly alphabetical indexes and methodological tables for January-October 1976 (averaging 92 pages per index) were published according to schedule, in all six languages, in the course of the year.

So the backlog has been eliminated.

The total amount invoiced in respect of annual and monthly indexes was Bfrs 20 398 923 (Bfrs 15 037 610 in 1975), comprising printing costs of Bfrs 16 076 463 and intervention costs of Bfrs 4 322 460 (see table 6, p. 25) (1).

The total number of pages invoiced in 1976 for the indexes was 11 810 compared with 8 822 in 1975. A further 532 pages were published in December 1976, but these will not be invoiced until 1977.

(1) The fixed charge for the transport of indexes from the outside printing works to the Office is included in the cost of the Official Journal.

Table 6

ANNUAL AND MONTHLY INDEXES (1973-1976) INVOICED IN 1976
 (a) - pages - (b) costs of printing - (c) intervention costs

(In Bfrs)

INSTITUTIONS	1 9 7 3			1 9 7 4			1 9 7 5			1 9 7 6			T O T A L		
	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)
Parliament	45	32 626	16 470	144	18 116	52 704	386	691 114	141 276	621	942 545	227 286	1 196	1 684 401	437 736
Council	137	99 742	50 142	342	42 942	125 172	818	1 430 891	299 388	729	1 106 217	266 814	2 026	2 679 792	741 516
Commission	453	329 988	165 798	1 255	157 680	459 330	3 107	5 523 308	1 137 162	3 461	5 260 341	1 266 726	8 276	11 271 317	3 029 016
Court of Justice	4	2 797	1 464	16	2 013	5 856	29	53 332	10 614	36	55 278	13 176	85	113 420	31 110
Economic and Social Committee	1	932	366	23	2 908	8 418	94	158 032	34 404	109	165 661	39 894	227	327 533	83 082
Total	640	466 085	234 240	1 780	223 659	651 480	4 434	7 856 677	1 622 844	4 956	7 530 042	1 813 896	11 810	16 076 463	4 322 460
TOTAL PAGES 1976 : 11 810 TOTAL INVOICES 1976 a) costs of printing : 16 076 463 b) intervention cost : 4 322 460 Bfrs 20 398 923 (Bfrs 15 037 610 in 1975)															
(1) The fixed charge for transport from the outside printing works to the Office is included in the cost of the Official Journal.															

III - FINANCIAL RESULTS AND INTERVENTION COSTS (1)(a) Cost of printing the Official Journal

There was a certain upward movement of these costs in 1976, as indicated in the section of this chapter devoted to the implementation of the convention (see p. 17, I).

These printing costs are summarized below :

1. Official Journal 1976	Bfrs 298 526 342	
	(Bfrs 265 557 928)	
2. Issues carried forward from 1975 (1 issue dated 1975 but published in 1976 504 pages in six languages) (2)	Bfrs 859 706	
	<u>(Bfrs 3 621 024)</u>	
Total Official Journal	Bfrs 299 386 048	
	(Bfrs 269 178 952)	
3. Secondary legislation	Bfrs 2 831 075	(3)
	<u>(Bfrs 5 901 414)</u>	
	Bfrs 302 217 123	
	(Bfrs 274 930 366)	
4. Indexes	Bfrs 16 076 463	
	<u>(Bfrs 11 747 894)</u>	
Grand total	Bfrs 318 293 586	
	(Bfrs 286 728 260)	

The average cost per page, in six languages, of printing the Official Journal (see tables 7 and 8, p. 29) was Bfrs 2 060 in 1976 (Bfrs 1 900 in 1975), i.e. an increase of 8.4 %.

The average cost per page, in six languages of printing the indexes was Bfrs 1 361 (Bfrs 1 332 in 1975).

Finally, the average cost per page of printing the secondary legislation was Bfrs 4 396 (Bfrs 3 621 in 1975).

(1) Throughout this report, the figures in brackets represent costs in 1975.

(2) Carried forward from 1974 to 1975: 3 issues totalling 432 pages.

(3) The cost of paper, which was invoiced in 1975, was not met until 1976.

(b) Cost of transport

The cost of transporting the Official Journal from the printing works to the Office was Bfrs 1 359 892 (Bfrs 5 536 144 in 1975); the cost of transporting the issues carried forward from 1975, the secondary legislation and the indexes was included in the fixed tariff for the Official Journal.

(c) The Office's intervention costs

The Office's intervention costs remained as fixed in 1973.

The amounts invoiced to the Institutions were as follows :

1. Official Journal 1976	Bfrs 53 011 440 (Bfrs 50 894 496)	
2. Carried forward from 1975 (1 issue dated 1975 but published in 1976)	Bfrs 1 844 464 (Bfrs 948 672)	
Total Official Journal		Bfrs 53 195 904 (Bfrs 51 843 168)
3. Secondary legislation		Bfrs 235 704 (Bfrs 586 332)
		Bfrs 53 431 608 (Bfrs 52 429 500)
4. Indexes		Bfrs 4 322 460 (Bfrs 3 228 952)
Grand total		Bfrs 57 754 068 (Bfrs 55 658 352)

(d) Total cost of the Official Journal

The total cost of the Official Journal, including the remainder from 1975, secondary legislation and indexes, can be broken down as follows :

1. Official Journal 1976		
- printing	Bfrs 298 526 342	
- transport (1)	Bfrs 1 359 892	
- intervention cost	Bfrs 53 011 440	
		Bfrs 353 397 674 (Bfrs 321 903 536)

(1) Including transport costs for the issues carried forward from 1975, secondary legislation and indexes.

2. Carried forward from 1975

(1 issue dated 1975 but
published in 1976)

- printing	Bfrs	859 706
- intervention cost	Bfrs	<u>134 464</u>

Bfrs 1 044 170

(Bfrs 4 624 128)

Total Official Journal

Bfrs 354 441 844

(Bfrs 326 427 664)

3. Secondary legislation

- printing and paper	Bfrs	2 831 075
- intervention cost	Bfrs	<u>235 704</u>

Bfrs 3 066 779

(Bfrs 6 457 492)

Total Official Journal and
secondary legislation

Bfrs 357 508 623

(Bfrs 332 885 146)

4. Indexes

- printing	Bfrs	16 076 463
- intervention cost	Bfrs	<u>4 322 460</u>

Bfrs 20 398 923

(Bfrs 15 037 610)

Grand total

Bfrs 377 907 546

(Bfrs 347 922 756)

The breakdown by institution of items (a) cost of printing, (b) cost of transport, (c) cost of intervention and (d) total costs of the Official Journal will be found in tables 7 and 9, page 29; for secondary legislation see table 5, page 23, and for the indexes see table 6, page 25.

Table 7

OFFICIAL JOURNAL 1976
L 1 to L 367 and C 1 to C 309 inclusive

(in Bfrs)

INSTITUTIONS	Pages	Printing	Transport	Intervention cost	TOTAL
Parliament	16 231 (14 144)	34 257 297 (28 124 640)	206 460 (552 714)	(1) 5 940 546 (5 176 704)	40 404 303 (33 854 058)
Council	24 674 (22 569)	50 223 881 (42 156 264)	312 487 (778 573)	9 030 684 (8 260 254)	59 567 052 (51 195 091)
Commission	100 137 (99 355)	206 258 597 (189 682 606)	1 286 363 (3 909 893)	(1) 36 650 142 (36 363 930)	244 195 102 (229 956 429)
Court of Justice	1 038 (912)	2 149 106 (1 759 716)	14 352 (36 378)	379 908 (333 792)	2 543 366 (2 129 886)
Economic and Social Committee	2 760 (2 076)	5 637 461 (3 834 702)	40 230 (73 554)	1 010 160 (759 816)	6 687 851 (4 668 072)
Total	144 840 (139 056)	298 526 342 (265 557 928)	1 859 892 (5 351 112)	53 011 440 (50 894 496)	353 397 674 (321 803 536)
(1) Pro forma invoice					

Table 8

1975 ISSUES PUBLISHED IN 1976
Official Journal carried forward from 1975
and published early in 1976
(L 338/75)

(in Bfrs)

INSTITUTION	Pages	Printing	Intervention cost	TOTAL (1)
Council	504	859 706	184 464	1 044 170
(1) Costs of transport are included in the lump sum payment for the OJ.				

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

I - DEVELOPMENTS IN 1976

The sector was not troubled by any major problems: the number of proof-read pages, after the production staff and proof-readers had completed their work, was 9.3% higher (see table 9 below); but the number of non-proof-read pages, after processing by production staff alone, was 19.6% lower (see table 10, p. 32).

Table 9

NUMBER OF PAGES PROOF-READ PER INSTITUTION/YEAR (1)

INSTITUTIONS	1969	1970	1971	1972	1973	1974	1975	1976
Parliament	18 230	21 216	18 344	12 244	18 076	22 744	24 430	28 414
Council	944	1 094	6 226	9 572	2 386	3 354	2 042	1 588
Commission	26 286	49 410	49 066	62 276	58 496	61 003	45 776	45 542
Court of Justice	2 056	5 748	4 598	4 104	8 632	13 766	16 144	20 828
Economic and Social Committee	-	1 330	1 248	1 392	1 004	1 176	1 136	1 640
ECSC Audit Board	-	-	536	614	1 100	940	902	1 050
European Schools	-	-	48	-	176	696	234	-
Publications Office	-	-	-	-	-	504	624	696
Total :	47 496	78 798	80 066	90 202	89 870	104 183	91 288	99 758
% change		+ 65.9	+ 1.6	+ 12.7	- 0.4	+ 15.9	- 12.4	+ 9.3
Base 100 = 1969		165.9	168.6	189.9	189.2	219.4	192.1	210.0
(1) All formats								

Table 10

NUMBER OF NON-PROOF-READ PAGES PER INSTITUTION/YEAR

INSTITUTIONS	1969	1970	1971	1972	1973	1974	1975	1976
Parliament	-	-	-	-	180	-	-	-
Council	-	-	268	384	-	-	5 418	4 698
Commission	6 282	29 000	46 846	45 941	44 060	34 434	61 017	47 560
Court of Justice	-	-	-	904	422	-	-	1 944
Economic and Social Committee	-	-	-	136	-	-	-	-
European Schools	-	-	-	-	-	-	192	-
Total :	6 282	29 000	47 114	47 365	44 662	34 434	66 627	54 202
% change		+ 361.6	+ 62.5	+ 0.5	- 5.7	- 22.9	+ 93.5	- 18.6
Base 100 = 1969		461.6	749.9	753.9	710.9	548.1	1 060.6	862.8

II - PRODUCTION(a) Total output

It seemed appropriate to record the work of this sector in terms of texts rather than titles. This is because the number of titles is quite unrelated to the number of publications, some of which appear as bilingual or multilingual editions.

The data will be found in table 11.

In all, 1 130 texts were printed in 1976, 11 more than the 1 119 texts issued in 1975.

Of the proof-read texts printed (proof-read pages), 95 558 pages, i.e. 95.8% (86 594 pages in 1975: 94.8%) were produced by printing works located within 300 km of Luxembourg. This total includes the 3 550 pages printed by the Office's own workshops (4 932 pages in 1975), so that only 4 200 pages, i.e. 4.2% (4 704 pages in 1975: 5.2%) were produced in printshops beyond that limit (see table 12, p. 34).

Table 11

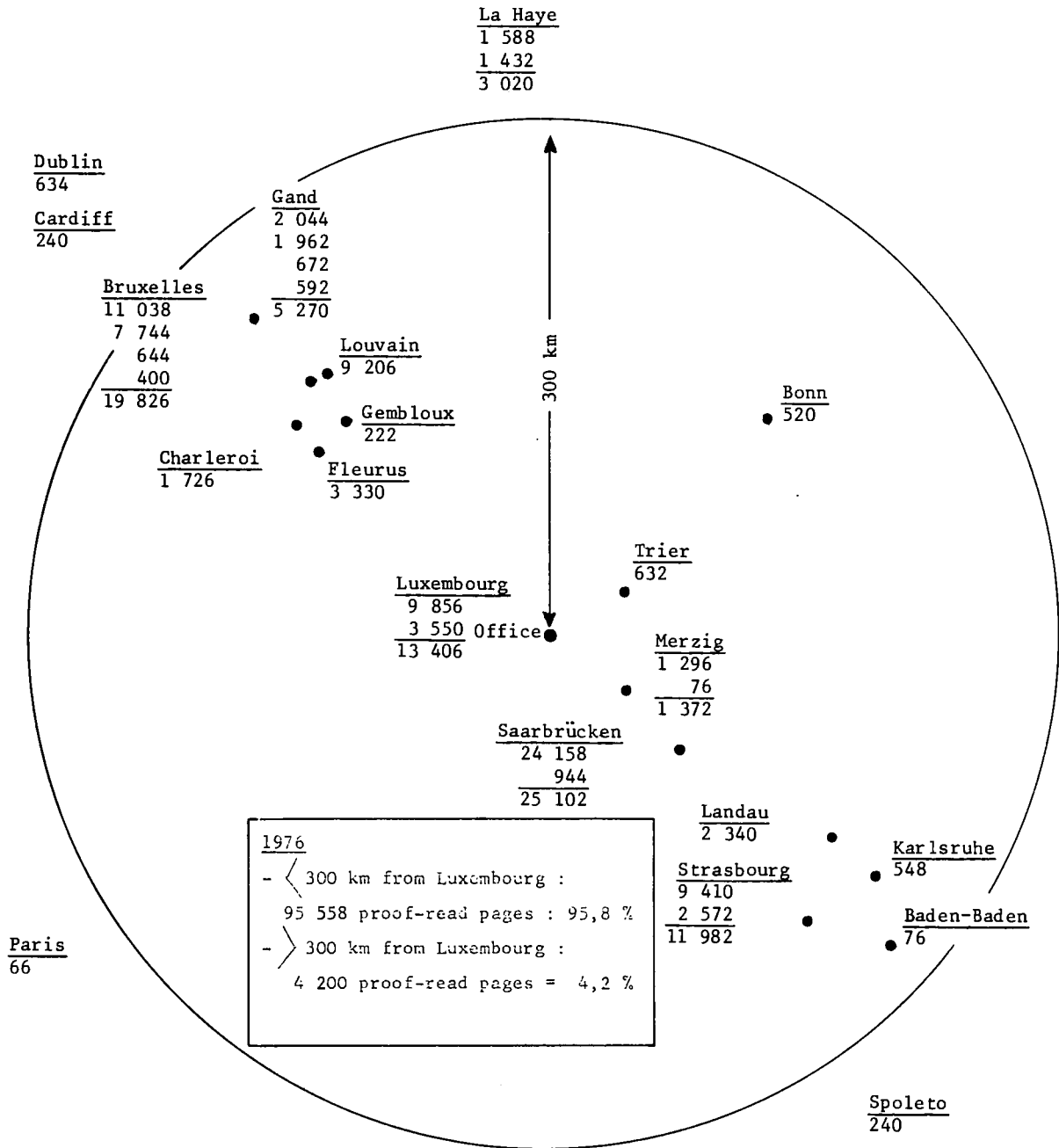
NUMBER OF TEXTS/YEAR

Languages	1975	1976
<u>Proof-read texts:</u>		
Danish	84	100
German	102	103
English	99	109
French	104	108
Irish	1	-
Italian	98	107
Dutch	97	106
Multilingual	125	135
Spanish	14	12
Greek	-	1
Portuguese	-	1
	724	782
<u>Non-proof-read texts:</u> ready for the camera	395	348
Total :	1 119	1 130

Of the overall total of non-proof-read issues (non-proof-read pages), 52 718 pages i.e. 97.3% (65 389 in 1975: 98.2%) were printed within the 300 km limit, including 20 264 pages printed by the Office's own workshops (17 300 pages in 1975), so that only 1 484 pages, i.e. 2.7% (1 233 pages in 1975: 1.8%) were printed outside the 300 km limit (see table 13, p. 35).

Tabel 12

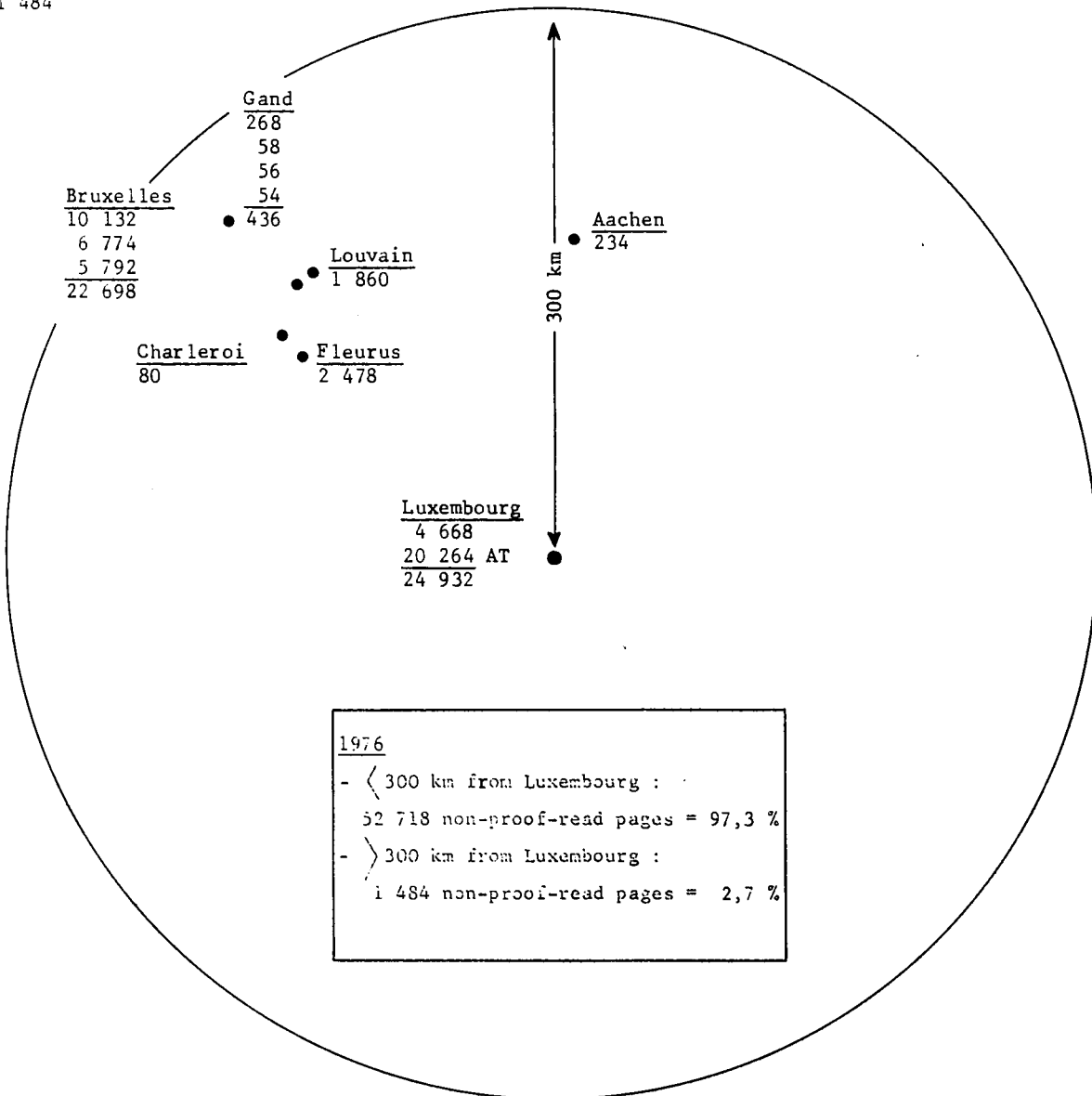
PROOF-READ PAGES
 PRINTED \pm 300 KM FROM LUXEMBOURG



Tabel 13

NON-PROOF-READ PAGES
 PRINTED \pm 300 KM FROM LUXEMBOURG

Old Woking
 1 484



(b) Proof-reading

The number of proof-read pages increased from 91 288 in 1975 to 99 758 in 1976 (see table 14 below). For the first time the Parliament's "debates" appear in the top position for the number of pages proof-read (see tables 15 and 16, pp. 37 and 38).

Table 14

NUMBER OF PAGES PER LANGUAGE/YEAR (1)

Languages	1969	1970	1971	1972	1973	1974	1975	1976
Danish	-	-	-	1 504	4 118	10 860	12 757	14 805
German	12 032	18 700	19 012	20 551	18 793	21 967	14 693	15 966
English	1 034	4 727	4 428	11 299	11 098	18 721	19 310	18 026
French	11 629	21 059	19 726	21 529	18 084	20 478	15 351	17 102
Irish	-	-	-	-	1 504	-	2	-
Italian	11 187	15 955	17 195	16 689	16 740	14 810	13 738	16 307
Dutch	11 614	16 725	17 405	16 430	17 781	15 367	13 739	16 284
Spanish (2) (3)	-	1 632	2 300	2 200	1 752	1 980	1 698	1 188
Greek (3)	-	-	-	-	-	-	-	32
Portuguese (3)	-	-	-	-	-	-	-	48
Total :	47 496	78 798	80 066	90 202	89 870	104 183	91 288	99 758
(1) All formats (2) Bulletin of the European Communities and publications of the DG for Information of the Commission (3) Publications of the DG for Information of the Commission								

Table 15

NUMBER OF PROOF-READ PAGES IN 1976
BROKEN DOWN BY INSTITUTION AND PUBLICATION

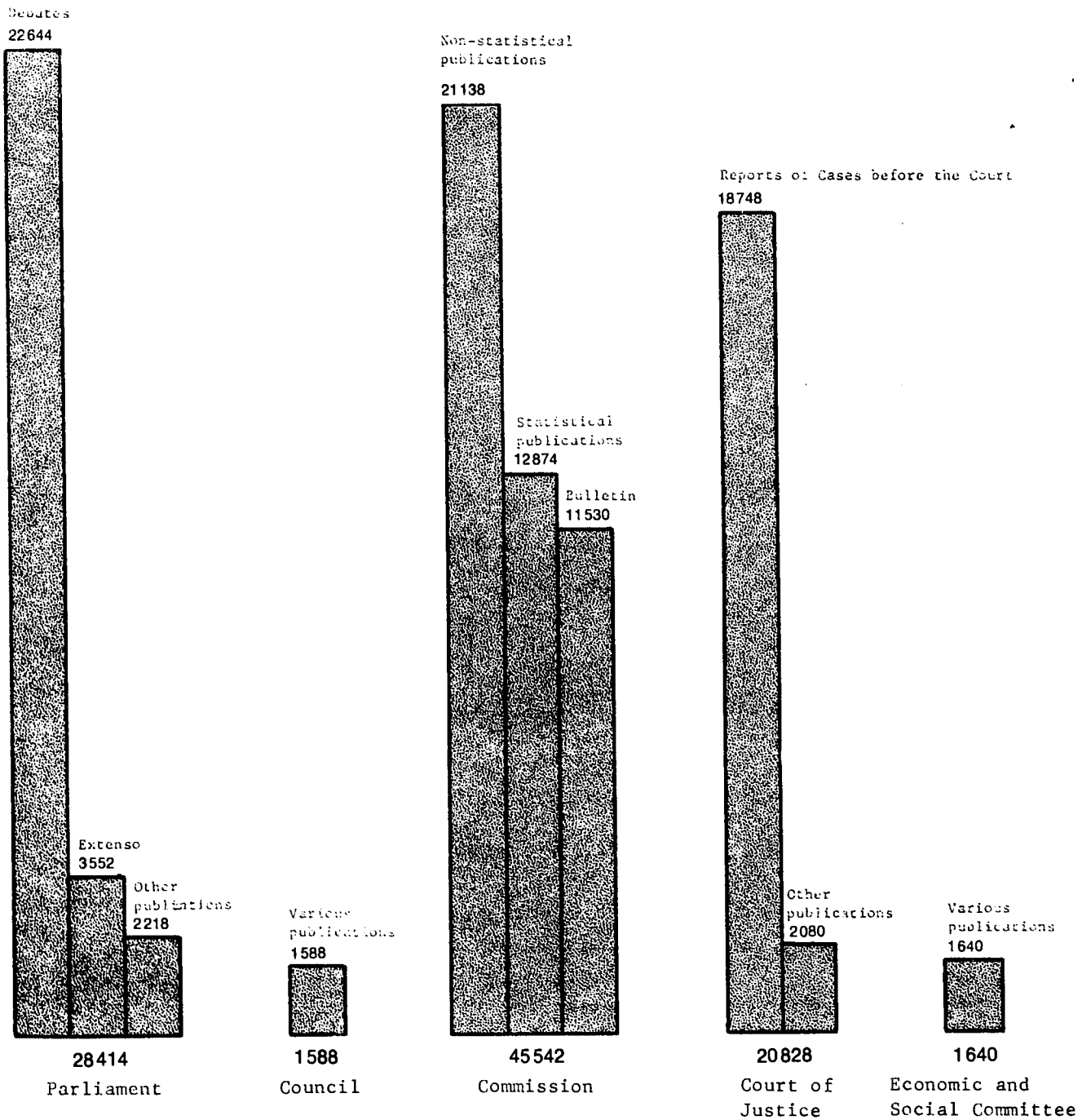


Table 16

NUMBERS OF PROOF-READ PAGES/YEAR, 1969-1975,
BROKEN DOWN BY INSTITUTION AND PUBLICATION

INSTITUTIONS	1969	1970	1971	1972	1973	1974	1975
<u>Parliament</u>							
Debates	6 948	8 880	7 314	9 238	14 832	19 458	18 952
Extenso	1 752	1 392	1 504	1 586	2 320	3 114	3 160
Other publications	<u>9 530</u>	<u>10 944</u>	<u>9 526</u>	<u>1 420</u>	<u>924</u>	<u>172</u>	<u>2 318</u>
	18 230	21 216	18 344	12 244	18 076	22 744	24 430
<u>Council</u>							
Various publications	944	1 094	6 226	9 572	2 386	3 354	2 042
<u>Commission</u>							
Non-statistical public.	12 490	17 684	20 284	32 542	33 442	36 731	20 282
Statistical publications	13 796	17 596	14 084	13 312	10 012	7 644	10 524
Bulletin	-	<u>14 130</u>	<u>14 698</u>	<u>16 422</u>	<u>15 042</u>	<u>16 628</u>	<u>14 270</u>
	26 286	49 410	49 066	62 276	58 496	61 003	45 776
<u>Court of Justice</u>							
Collected Acts	2 036	4 704	4 048	3 976	7 874	13 538	13 390
Other publications	-	<u>1 044</u>	<u>550</u>	<u>128</u>	<u>758</u>	<u>228</u>	<u>2 754</u>
	2 036	5 748	4 598	4 104	8 632	13 766	16 144
<u>Economic and Social Committee</u>							
Various publications	-	1 330	1 248	1 392	1 004	1 176	1 136
<u>ECSC Audit Board</u>							
Various publications	-	-	536	614	1 100	940	902
<u>European Schools</u>							
Various publications	-	-	48	-	176	696	234
<u>Publications Office</u>							
Various publications	-	-	-	-	-	504	624
Total :	47 496	78 798	80 066	90 202	89 870	104 183	91 288

III - INTERVENTION COSTS

The Office's intervention costs remained at the level fixed in 1973.

Invoices were issued for a total of Bfrs 36 967 668, compared with Bfrs 33 914 050 in 1975. The following table (table 17) shows a breakdown of this total by institution, the invoices being charged to Article 380 of their respective budgets.

Table 17

BREAKDOWN OF INTERVENTION COSTS BY INSTITUTION

(in Bfrs)

INSTITUTIONS	AMOUNTS
Parliament (1)	11 437 056
Council	652 812
Commission (1)	18 029 576
Court of Justice	5 801 296
Economic and Social Committee	334 560
ECSC Audit Board (1)	428 400
European Schools	-
Publications Office (2)	283 968
Total :	36 967 668
(1) Pro forma invoices	
(2) Work for the Office itself, not invoiced, recorded for information.	

WORKSHOPS

I - PRINTING

As in the past, printing was done on 11 offset presses: 2 DIN A1, 2 DIN A2, 6 DIN A3 and 1 DIN A4. The number of plates used was 15 022 (17 550 in 1975). The average run per plate rose from 1 060 in 1974 to 1 190 in 1975 and 1 315 in 1976.

The total for the 11 presses was 19 746 336 in 1976 (20 794 206 in 1975); the breakdown by press is to be found in the following table.

Table 18

PAGES PRINTED PER PRESS

Year	Formats					Total	Total (A4 equivalent)
	A 1	A 2	A 3	A 4	B5/A5 A 6		
1974	3 940 590	4 436 730	7 738 280	769 120	185 900	17 070 620	65 609 710
1975	4 756 540	5 233 970	10 223 856	579 840	-	20 794 206	80 015 752
1976	5 055 060	4 238 840	9 912 436	540 000	-	19 746 336	77 760 712

The two DIN A2 presses and one DIN A3 press will be replaced in 1977 by two DIN A1 presses and one DIN A2 press respectively (1).

(1) See 7th Annual Management Report, p. 47, para. 1.

II - BREAKDOWN OF WORK

In 1976, the workshops completed 435 jobs against 544 in 1975 and 441 in 1974.

a) Publications proper

Of 435 jobs, 271 consisted in the printing of publications, i.e. 62% of orders compared with 58% in 1975.

Invoices issued for printing these 271 publications totalled Bfrs 24 661 446 (Bfrs 29 126 503 in 1975). Over 87% of this total was for work on publications proper, the remainder comprising 112 reprints of various issues of the Official Journal (148 in 1975) totalling 4 236 pages (6 996 in 1975).

Table 19

BREAKDOWN OF INVOICES ISSUED BY INSTITUTION

(in Bfrs)

INSTITUTIONS	Number of publications	Number of pages	Cost
Parliament	- (1)	- (2 148)	- (129 250)
Council	11 (15)	7 340 (10 120)	2 151 593 (2 975 763)
Commission	141 (138)	21 671 (24 848)	18 704 605 (21 620 464)
Court of Justice	4 (5)	2 556 (2 048)	1 452 321 (588 905)
Economic and Social Committee	1 (5)	416 (956)	52 722 (536 872)
ECSC Audit Board	1 (1)	1 000 (902)	496 047 (550 009)
Publications Office	1 (1)	696 (624)	345 451 (390 110)
Reprints of the Official Journal	112 (148)	4 236 (6 996)	1 458 707 (2 335 130)
Total :	271 (314)	37 915 (48 642)	24 661 446 (29 126 503)

(b) Other work

Of the other 435 jobs completed, 164 involved the printing of forms, memorandum slips, etc., for internal use. Invoices issued for this work totalled Bfrs 3 727 323 (Bfrs 3 706 497 in 1975).

III - PRODUCTION COSTS

The average hourly costs per staff member have not been modified since they were fixed in 1973. They are shown in the table below.

Table 20

HOURLY COSTS PER STAFF MEMBER

(in Bfrs)

	1973/74/75/76	1972
Composition, linofilm and make-up	413	351
Keyboard composition	373	211
Photography	453	378
Printing	464	387
Finishing operations	307	256
Drawing	628	524

Invoiced expenditure on materials (film, plates, paper, etc.), not included in the hourly costs, amounted to Bfrs 7 963 588 in 1976 (7 769 093 in 1975).

The trend in output from 1975-1976 in the various departments of the Office's workshops can be observed from the following table (table 21):

Table 21

TRENDS IN AMOUNTS INVOICED

(in Bfrs)

	1975	1976
Photography	5 463 568	4 064 416
Printing	5 381 492	4 927 633
Finishing operations	6 637 722	6 999 213
Keyboard composition	826 580	241 453
Linofilm composition	5 371 628	3 570 759
Drawing	1 382 907	617 167
Materials	7 769 093	7 968 588
Total :	32 832 990	28 389 229

PROGRAMMING AND PRODUCTION

The pattern of activities of the "programming and production" section, which is mainly concerned with regulating the flow of work through the workshops and ensuring the observation of deadlines, has remained unchanged.

The section has also been involved in the various activities related to the purchase of the Office's new photocomposition equipment.

III - SALES AND DISTRIBUTION

III - SALES AND DISTRIBUTION

The main efforts of the Sales Service were directed towards the consolidation of the network established over the years and the improvement and rationalization of the various techniques employed.

I - OFFICIAL JOURNAL

The overall number of subscriptions to the Official Journal declined slightly (-1.2%), but the trend varied from country to country :
-15% in Belgium, +22% in the United Kingdom, -26% in European third countries, +73% in non-European third countries (see table 22, p. 50).

This decline can be attributed, in all probability, to :

- the recession, which was reflected in the reduction of funds available for the purchase of publications ;
- company mergers, which reduce the overall numbers of subscriptions.

In 1976, the Office also introduced the microform edition of the Official Journal ; the programme includes :

- annual subscriptions to NMA 24/98 microfiches comprising an average of 80 pages ; the subscription is divided into batches of 20 - 22 microfiches, delivered on a monthly basis and includes the monthly and annual indexes on paper ;
- single issues on microfiches.

Table 22

TREND IN SUBSCRIPTIONS TO THE OFFICIAL JOURNAL OF THE EUROPEAN COMMUNITIES

COUNTRY	Supplied by the Office		Supplied by the Sales Office		TOTAL		
	1975	1976	1975	1976	1975	1976	± %
Belgium	30	1 624	1 881	-	1 911	1 624	- 15
Denmark	577	508	-	-	577	508	- 12
FR of Germany	5	1 577	1 676	-	1 681	1 577	- 6
France	-	1 627	1 591	-	1 591	1 627	+ 2
Ireland	144	137	-	-	144	137	- 5
Italy	1 322	1 391	-	-	1 322	1 391	+ 5
Luxembourg	131	113	-	-	131	113	- 14
Netherlands	572	580	-	-	572	580	+ 1
United Kingdom	948	1 157	-	-	948	1 157	+ 22
Community total	3 729	8 714	5 148	-	8 877	8 714	- 2
European third countries	500	369	-	-	500	369	- 26
Non-European third countries	241	416	-	-	241	416	+ 73
GRAND TOTAL (1) .	4 470	9 499	5 148	-	9 618	9 499	- 1

(1) The Office also serviced 1 625 free subscriptions, compared with 1 515 in 1975: e.g. depository libraries (DEP), the EDC and members of the "common pool" (Members of the Economic and Social Committee, Members of the Advisory Committee on Agriculture, eminent persons. etc.).
Total circulation (sales + gratis) = 11 124 copies.

II - OTHER PUBLICATIONS

The changing pattern of subscriptions to periodical publications other than the Official Journal is shown in table 23 below.

Table 23

TREND IN SUBSCRIPTIONS TO PUBLICATIONS
OTHER THAN THE OFFICIAL JOURNAL

TITLES	Supplied by the Office			Supplied by the sales offices			Total		
	1975	1976	± %	1975	1976	± %	1975	1976	± %
- Debates	269	277	+ 2,97	-	-	-	269	277	+ 2,97
- Working documents	235	205	- 12,77	-	-	-	235	205	- 12,77
Total Parliament	504	482	- 4,37	-	-	-	504	482	- 4,37
- Bulletin	1 864	1 756	- 5,79	1 600	1 567	- 2,06	3 464	3 323	- 4,07
- Economic situation	645	621	- 3,72	487	467	- 4,11	1 132	1 088	- 3,89
- Graphs and notes	427	574	+ 34,43	369	366	- 0,81	796	940	+ 18,09
- Business surveys	191	130	- 31,94	215	160	- 25,58	406	290	- 28,57
- Pig iron and steel	702	573	- 18,38	-	-	-	702	573	- 18,38
- Vocational training information bulletin	-	201	-	-	314	-	-	515	-
Total Commission / DG IX (excluding Directorate-general for Scientific and Technical Information and Information Management)	3 829	3 855	+ 0,68	2 671	2 874	+ 7,60	6 500	6 729	+ 3,52
- Euro- Abstracts	233	213	- 8,58	-	-	-	233	213	- 8,58
- Transatom (1)	449	150	- 66,59	-	-	-	449	150	- 66,59
Total Commission / DG XIII (Directorate-general for Scientific and Technical Information and Information Management)	682	363	- 46,77	-	-	-	682	363	- 46,77
- General statistics	549	556	+ 1,27	570	541	- 5,09	1 119	1 097	- 1,97
Industrial statistics	337	314	- 6,82	399	379	- 5,01	736	693	- 5,84
Energy statistics	229	224	- 2,18	285	283	- 0,70	514	507	- 1,36
Iron and steel statistics	219	220	+ 0,46	271	238	- 12,18	490	458	- 6,53
Monthly transport statistics	-	8	-	-	8	-	-	16	-
- External trade : monthly bulletin	237	245	+ 3,38	243	235	- 3,29	480	480	- 0,0
commercial exchanges	-	20	-	-	6	-	-	26	-
- Agricultural statistics	268	-	-	364	-	-	632	-	-
(a) Crop production	-	86	-	-	59	-	-	145	-
(b) Production of meat	-	68	-	-	37	-	-	105	-
(c) Production of milk and milk products	-	66	-	-	35	-	-	101	-
(d) Eggs for incubation and chicks	-	53	-	-	13	-	-	66	-
(e) Selling prices of agricultural products	-	90	-	-	49	-	-	139	-
(f) Purchasing prices of agriculture	-	94	-	-	38	-	-	132	-
Global subscriptions (a-f)	-	47	-	-	22	-	-	69	-
Total statistics	1 839	2 091	+ 13,70	2 132	1 943	- 8,86	3 971	4 034	+ 1,59
Court of Justice	-	-	-	-	-	-	-	-	-
- Reports of cases before the Court	307	300	- 2,28	956	1 027	+ 7,43	1 263	1 327	+ 5,07

(1) Since 1 January 1976, Transatom has been published and distributed on a joint basis in collaboration with the CNRS (Paris); so some of these subscriptions are no longer serviced by the Office.

There was a sharp drop in the number of subscriptions to "Business surveys" (-28.57 %) and to "Pig iron and steel" (-18.38 %), probably for the reasons quoted on page 49 (I) of this report. Against the general trend, the splitting of agricultural statistics into separate publications, specializing in specific sectors, was reflected in a massive increase in total subscriptions (+20 %).

The Commission's Computing Centre has begun processing the tapes produced by the Office's invoicing machines. At the end of the year, the Centre produced the basic sales data for 1975.

III - MEASURES TO BOOST THE CIRCULATION OF COMMUNITY PUBLICATIONS

In 1976, which saw a fundamental change in the role played by the Office in this respect, a major effort was made to improve the circulation of Community publications. It should be noted in this context that the budgetary and auditing authorities of the Commission authorized the charging of sales promotion expenditure to the Commission's "popularization" account, thus providing a new source of funds. Hence the establishment, at the meeting of the working party on inter-institutional collaboration on the diffusion of Community publications, held on 28 March 1976, of an inter-institutional financing system for specific common activities such as participation in trade fairs, the publication of catalogues, etc.

In 1976, for the first time, the Office subscribed to lists of addresses to which it could send publicity on publications issued.

The Office again took a stand at the Frankfurt International Book Fair.

The theme of collaboration between the Publications Office and the national press and sales offices was discussed at the heads-of-office meeting held in Luxembourg on 17 and 18 June 1976.

As a further measure in this direction, the Office organized two briefings for sales staff from the national sales offices, to show them the whole range of Community publications and to discuss the rationalization of selling procedures.

The Sales Service also participated in the research activities culminating in the Commission's decision to computerize the addressing and dispatching system and to mechanize the activities of cataloguing and bibliographic research ; it will also play a major role in the operation of these services.

IV - DISTRIBUTION

Since 1 January 1976, the Official Journal has been distributed direct from Luxembourg, and no major problems have so far arisen.

In terms of numbers of copies, the volume of Official Journals dispatched was 118% higher in 1976 than in the preceding year (i.e. 7 977 385 compared with 3 661 347). This increase can be attributed on the one hand to the Office's takeover of the task of distributing the Official Journal to 5 148 subscribers in Belgium, Federal Republic of Germany, France and the Netherlands, previously served by their respective national sales offices and, on the other hand, to the greater number of issues of the Official Journal published and distributed in 1976 (686 compared with 655 in 1975) (see table 24, p. 54).

The Office was also able to cope with the additional workload in respect of the Official Journal without any major increase in the number of personnel, thanks to the efficient operation of its new mechanical addressing and packing equipment.

In 1976, the Office also took over all the lists of subscribers other than those to the Official Journal supplied by the Commission. Since the Autumn of 1975, the Office has therefore become entirely autonomous as far as addressing is concerned.

By contrast with the increased numbers of individual orders for the Official Journal, resulting from the changeover to direct dispatching from Luxembourg, the numbers of orders for other publications was 11.8% lower (see p. 49, I para. 2).

There was also a rise in the number of copies of the Official Journal supplied to the Institutions, because more issues were published.

Table 24

TREND IN THE VOLUME OF OPERATIONS OF THE DISPATCH DEPARTMENT

Dispatching operations	1975	1976	± %
Number of individual orders	13 630	16 119	+ 18.26
Number of copies of the Official Journal dispatched in response to annual subscriptions	3 661 347	7 977 385	+ 117.88
Number of copies of the Official Journal dispatched in response to individual orders	230 086	294 727	+ 28.09
Other publications dispatched -- annual subscriptions and individual orders	533 182	470 086	- 11.83
Information memos and circulars dispatched	120 823	374 829	+ 210.23
Total for dispatching operations	4 545 438	9 117 027	+ 100.57
Dispatch of forms implementing the regulations on social security for migrant workers (E forms) (527 orders) (1)	3 458 213	720 600	- 79.16
(1) These E forms have not been included in the total. Because large numbers of forms can be covered by a relatively small number of orders, the variations in the corresponding figures do not necessarily reflect the trend in the volume of work completed.			

IV - ADMINISTRATION

- Accounts Office
- General Services
- Technical and Administrative Section

ACCOUNTS OFFICE

I - BUDGET MANAGEMENT

The total cost of the Office, excluding investment costs, rose by Bfrs 56 468 132 (+24%), from Bfrs 234 190 849 in 1975 to Bfrs 290 658 981 in 1976.

The increase can be broken down as follows:

- (a) expenditure under title I: Bfrs 199 767 678, a rise of 14% mainly attributable to the upward trend in the cost of living;
- (b) operating costs: Bfrs 100 891 303 (excluding the value of stocks), a rise of 4% reflecting, above all, the marking-up of the Office's postal tariffs, which was all the more keenly felt because the direct dispatching of the Official Journal since 1 January 1976 has transformed the franking costs, which rose from Bfrs 15 335 362 in 1975 to Bfrs 49 090 859 in 1976 (+214%), into a major item of the Office's budget.

The book value of the paper and value cards in stock at 31 December 1976 was Bfrs 8 900 906 and Bfrs 908 129 respectively.

Investment expenditure totalled Bfrs 14 438 584 (compared with Bfrs 10 672 795 in 1975). The most important purchases were as follows:

for the Sales Service:

- shelving	Bfrs 901 770
- two franking machines	Bfrs 184 655
- one typing machine	Bfrs 93 800
- one conveyor	Bfrs 210 860
- one electric printing machine	Bfrs 101 800

for the workshops:

- photocomposition equipment	Bfrs	9 1 ⁰⁵ 300
- camera	Bfrs	85 569
- enlarger	Bfrs	41 777
- gluing machine	Bfrs	49 450

for the various departments:

- typewriters and office equipment	Bfrs	1 972 051
- equipment for the canteen	Bfrs	1 124 282

Table 25, p. 60, shows the development of the Office's expenditure between 1971 and 1976.

II - OPERATING RESULTS

(a) Breakdown of the expenditure of the Office for 1976

The criteria for the breakdown of expenditure by sector is the same as for 1975 (see table 26, p. 61).

The theoretical cost of the different sectors is:

- Official Journal	Bfrs	53 131 394
- OJ indexes	Bfrs	11 470 446
- publications	Bfrs	57 509 872
- workshops	Bfrs	58 499 618
- sales	Bfrs	110 057 651

The extent to which the various sectors contributed to the overall increase in costs, compared with 1975, is shown below:

- Official Journal	+ Bfrs	5 01 ⁰ 801
- OJ indexes	- Bfrs	638 775 (1)
- publications	+ Bfrs	7 690 439
- workshops	+ Bfrs	4 159 453
- sales	+ Bfrs	40 248 214

Table 27, p. 63 compares the cost of the Office's services and its intervention costs (invoices issued), and highlights the fact that the amounts invoiced do not cover the costs incurred.

(1) The reduced cost of the OJ indexes section results from the elimination of the backlog of work.

(b) Sales account

The balance sheet and profit and loss account of the sales sector (Official Journal + publications) will be found in tables 28 and 29, pp. 64 and 65.

The balance on the assets side shows :

1. the Office's financial resources (bank deposits) amounting to Bfrs 63 554 512 ;
2. the amounts due from customers, totalling Bfrs 14 130 792.

The items entered under liabilities represent :

1. payments in the suspense account, for a total of Bfrs 851 186 ;
2. the net balance at 31 December 1976.

Profit and loss account :

the Office's operating expenditure of Bfrs 14 933 186 is entered under debits in the profit and loss account;

on the credit side of this account the entries show a gross turnover of Bfrs 63 556 351, interest amounting to Bfrs 3 806 644 on the Office's current and deposit accounts, payments of Bfrs 940 185 in respect of postal charges and Bfrs 83 662 under the heading of miscellaneous revenue.

(c) Allocation of receipts to the institutions

The criteria applied to the distribution of sales receipts were the same as in previous years; i.e. 50% of gross turnover was paid as a rebate to the Institutions and the remaining 50% retained by the Office (see table 30, p. 66).

Gross sales receipts amounted to Bfrs 63 556 351, compared with Bfrs 55 987 907 in 1975, representing an increase of 13.50%.

The net balance of Bfrs 53 453 656 was equivalent to 48.50% of the cost of the service; the shortfall can be attributed to the higher postal charges which alone represent 87% of the net balance.

Table 31, p. 67 shows the allocation of sales revenue between the Institutions and the Office.

Table 25

BUDGETARY EXPENDITURE
OF THE PUBLICATIONS OFFICE
(1971 - 1976)

(in Bfrs)

Heading	Budget heading or chap.	FINANCIAL YEAR					
		1976	1975	1974	1973	1972	1971
A. TOTAL FOR OFFICIALS	chap. 11+ 12	153 179 173	131 466 970	101 848 611	80 123 550	53 199 730	40 219 412
B. TOTAL FOR AUXILIARY STAFF	1110	275 461	241 240	61 351	569 005	397 946	356 650
Local staff	1112	21 454 326	19 614 754	14 251 354	11 225 849	9 249 509	
Overtime	1150	1 636 615	1 459 564	920 480	572 796	492 260	
C. TOTAL FOR LOCAL STAFF		23 090 941	21 074 318	15 171 834	11 798 645	9 741 769	9 809 628
D. TOTAL FOR TEMPORARY STAFF	1172	541 089	66 567	716 466	250 000	-	-
E. TOTAL FOR FREELANCE PROOF-READERS	1171	9 499 158	10 836 252	11 999 692	10 155 342	9 621 444	5 608 679
F. TOTAL MISSION EXPENSES	1301	3 181 856	2 497 181	2 321 490	2 440 578	1 412 806	998 406
I. TOTAL EXPENDITURE ON STAFF (A+B+C+D+E+F) (TITLE 1)		189 767 678	166 182 528	132 119 444	105 337 120	74 372 795	57 052 775
Expenditure preliminary to construction	202	-	-	-	185 000	500 000	-
Rent	2100	25 404 264	25 887 551	22 364 985	7 439 493	2 921 000	2 717 500
Insurance	2110	210 885	192 131	209 790	44 720	23 126	14 228
Water, gas, electricity and heating	2120	3 690 987	3 750 000	3 400 000	800 000	840 000	567 000
Cleaning, maintenance	2130	3 611 728	3 443 934	2 432 135	1 483 096	1 127 537	941 000
Fitting out of premises	2140	1 294 894	282 083	203 360	799 795	235 246	24 000
Other expenditure	2190	1 500 000	1 065 732	901 963	100 000	70 886	28 302
Total chapter 21		35 712 758	34 621 431	29 512 233	10 167 104	5 217 795	4 294 426
Office machinery : rental	2202	-	154 080	95 350	-	-	-
Office machinery : maintenance	2203	245 636	241 446	125 929	60 000	39 896	37 471
Furniture : maintenance	2213	9 600	-	22 315	5 000	-	-
Technical equipment and installations : rental	2222	189 070	179 698	130 000	162 104	100 608	32 663
idem : maintenance	2223	836 144	541 624	521 782	384 477	458 183	4 18 747
Transport equipment : maintenance	2233	85 741	48 633	20 605	13 852	-	-
Library stock	2250	17 755	25 743	24 560	-	(1)	(1)
Subscriptions to newspapers etc.	2252	-	12 500	10 000	-	-	-
Subscriptions to news agencies	2253	11 300	10 000	-	-	-	-
Total chapter 22		1 395 246	1 213 724	950 741	625 433	598 687	508 881
Stationery	2300	14 996 654	16 912 293	13 045 490	7 952 477	6 778 245	4 905 767
Postal charges	2310	48 090 859	15 335 362	13 600 000	8 750 000	6 350 000	2 000 000
Telephone, telegraph, telex	2311	1 383 042	1 281 094	1 140 310	1 500 000	1 241 842	945 877
Miscellaneous insurance	2390	-	-	-	-	-	-
Uniforms and overalls	2391	149 526	107 713	77 478	7 113	11 278	17 199
Miscellaneous expenditure on internal meetings	2392	20 577	40 538	24 951	-	-	-
Departmental removals	2393	299 779	404 626	1 150 000	750 000	240 000	148 440
Small items of expenditure	2394	-	-	-	-	-	-
Total chapter 23		64 940 437	34 081 626	29 038 229	18 959 590	14 621 365	8 017 283
Entertainment and representation	2401	11 052	5 300	29 641	41 215	(1)	5 145
Holding and convening of meetings	2500	209 041	182 478	225 000	79 264	-	-
Consultations, studies	2600	-	-	-	-	10 000	-
Total chapters 24 + 25 + 26		220 093	187 778	254 641	120 479	10 000	5 145
II. TOTAL OVERHEADS (TITLE 2)		102 268 534	70 104 559	59 755 844	30 057 606	20 947 847	12 825 735
GRAND TOTAL (I+II)		292 036 212	236 287 087	191 875 288	135 394 726	95 320 642	69 878 510
III. INVESTMENT EXPENDITURE							
Restaurants and canteens	1420	1 145 321	1 175 900	-	-	-	-
Transport equipment - initial equipment	2230	145 818	-	-	288 954	-	-
Office machinery - initial equipment	2200	722 806	196 531	219 217	342 615	313 650	263 200
Office machinery - renewal	2201	-	-	-	-	-	-
Furniture - initial equipment	2210	1 249 245	1 095 736	989 256	1 098 000	695 783	173 418
Furniture - renewal	2211	-	-	-	-	-	-
Technical equipment and inst.-initial equipment	2220	1 785 298	7 980 653	6 582 044	734 800	463 966	2 299 223
Technical equipment and inst.-renewal	2221	9 390 096	223 965	62 995	1 128 709	919 505	971 027
TOTAL FOR INVESTMENTS		14 438 584	10 672 785	7 853 512	3 593 078	2 392 904	3 706 868
GRAND TOTAL (I+II+III)		306 474 796	246 959 872	199 728 800	138 987 804	97 713 546	73 585 378
Workforce		206	198	181	173	121	120

(1) Expenditure covered by the Commission budget

OVERALL DISTRIBUTION OF EXPENDITURE AND DEPARTMENTAL COSTS IN 1976

Table 26

(in Bfrs)

Heading	Budget heading	APPROPRIATIONS 1976			EXPENDITURE 1976			DIRECTOR'S OFFICE	ADMINIS-TRATION	SALES	PUBLISHING				
		Budgetary appropriat.	Transfers	Appropriat. after transfers	Expenditure 31.12.1976	Appropriat. carried forward	Total expenditure 1976				PUBLISHING STAFF	"OFFICIAL JOURNAL"	OJ INDEXES	PUBLICA-TIONS	WORKSHOPS
1	2	3	4	5	6	7	6 + 7 = 8	9	10	11	12	13	14	15	16
Basic salaries	1100	85 170 000		85 170 000	75 461 221		75 461 221								
Family allowances	1101	9 370 000		9 370 000	8 480 943		8 480 943								
Expatriation allowances	1102	11 555 000		11 555 000	9 842 895		9 842 895								
Temporary fixed allowances	1103	835 000		835 000	681 944		681 944								
Sickness insurance	1130	4 110 000		4 110 000	3 570 709		3 570 709								
Accident insurance	1131	935 000		935 000	729 262		729 262								
Childbirth allowances and death grants	1140	85 000		85 000	49 000		49 000								
Travel expenses (annual leave)	1141	1 655 000	(-) 135 000	1 520 000	1 305 502		1 305 502								
Fixed travel allowances	1144	36 000		36 000	21 000		21 000								
Special allowances under Article 78	1145	75 000	(+) 135 000	210 000	207 200		207 200								
Other allowances and refunds	1149	4 000		4 000	1 944		1 944								
Overtime	1150	186 000	(+) 42 000	228 000	192 704		192 704								
Weightings	1160	53 090 000		53 090 000	50 997 879		50 997 879								
total chapter 11		167 106 000	(+) 42 000	167 148 000	151 542 203	-	151 542 203	5 752 976	25 183 375	18 739 016	6 004 575	31 926 710	4 773 468	34 710 309	24 451 774
Staff travel expenses	1211	165 000		165 000	13 892		13 892								
Staff installation allowances	1221	995 000		995 000	462 224	100 000	562 224								
Staff removal expenses	1231	1 455 000		1 455 000	486 653	220 000	706 653								
Staff daily allowances	1241	960 000		960 000	254 201	100 000	354 201								
total chapter 12		3 575 000		3 575 000	1 216 970	420 000	1 636 970	-	416 564	183 328	223 725	125 474	168 060	519 819	-
A. TOTAL FOR OFFICIALS (chapters 11 + 12)		170 681 000	42 000	170 723 000	152 759 173	420 000	153 179 173	5 752 976	25 599 939	18 922 344	6 228 300	32 052 184	4 941 528	35 230 128	24 451 774
B. TOTAL FOR AUXILIARY STAFF	1110	1 775 000	(-) 350 000	1 425 000	275 461	-	275 461		275 461						
Local staff	1112	23 155 000	-	23 155 000	21 454 326		21 454 326								
Overtime	1150	1 364 000	(+) 308 000	1 672 000	1 636 615		1 636 615								
C. TOTAL FOR LOCAL STAFF (h. 1112 + h. 1150)		24 519 000	(+) 308 000	24 827 000	23 090 941		23 090 941	-	5 561 065	8 792 164	-	-	1 071 519	-	7 666 193
D. TOTAL FOR TEMPORARY STAFF	1172	350 000	(+) 250 000	600 000	466 069	75 020	541 089	-	485 873	55 216	-	-	-	-	-
E. TOTAL FOR FREELANCE PROOF-READERS	1171	13 200 000	(-) 250 000	12 950 000	9 499 158	-	9 499 158	-	275 330	-	-	4 685 420	892 927	3 645 481	-
F. TOTAL MISSION EXPENSES	1301	3 600 000		3 600 000	2 381 856	800 000	3 181 856	29 268	81 687	124 612	54 260	326 612	38 531	2 483 460	43 426
I. TOTAL EXPENDITURE ON STAFF (A+B+C+D+E+F) (TITLE 1)		214 125 000	-	214 125 000	188 472 658	1 295 020	189 767 678	5 782 244	32 279 355	27 894 336	6 282 560	37 064 216	6 944 505	41 359 069	32 161 393
Rent	2100	27 850 000	(-) 1 200 000	26 650 000	25 404 264	-	25 404 264	1 745 948	3 549 575	6 647 291	135 146	2 661 873	752 327	2 707 909	7 209 195
Insurance	2110	350 000		350 000	210 885		210 885	14 762	29 524	54 830	2 108	21 088	6 375	23 197	59 051
Water, gas, electricity and heating	2120	3 700 000		3 700 000	3 403 319	287 668	3 690 987	269 958	138 749	887 722	29 905	249 479	73 820	249 479	1 791 875
Cleaning, maintenance	2130	3 700 000		3 700 000	3 176 870	434 858	3 611 728	224 791	433 858	1 077 619	30 989	309 898	92 968	340 888	1 100 717
Fitting out of premises	2140	300 000	(+) 1 000 000	1 300 000	341 204	953 690	1 294 894	52 991	105 991	734 703	7 570	75 702	22 710	83 272	211 964
Other expenditure	2190	1 200 000	(+) 200 000	1 400 000	1 442 404	57 236	1 500 000	107 600	210 000	390 000	15 000	150 000	45 000	165 000	420 000
total chapter 21		37 200 000	(-) 100 000	37 200 000	33 978 946	1 733 812	35 712 758	2 413 450	4 467 688	9 792 165	220 718	3 468 040	993 150	3 564 745	10 792 802
Office machinery : rental	2202	-		-	-		-								
Office machinery : maintenance	2203	270 000		270 000	245 636		245 636	1 935	47 271	72 618	1935	48 364	15 476	48 364	9 673
Furniture : maintenance	2213	50 000		50 000	9 600		9 600		9 600						
Technical equipment and inst. : rental	2222	350 000	(-) 100 000	250 000	166 970	22 100	189 070	54 140	49 111	9 271	13 668	33 000	9 960	19 920	
Technical equipment and inst. : maintenance	2223	900 000		900 000	782 774	53 370	836 144		57 912	262 837					515 395
Transport equipment : maintenance	2233	224 000		224 000	85 741		85 741			70 000					15 741
Library stock	2250	35 000		35 000	17 755		17 755	17 755							
Subscriptions to newspapers etc.	2252	12 500		12 500											
Subscriptions to news agencies	2253	15 000		15 000	11 300		11 300	11 300							
total chapter 22		1 846 500	(-) 100 000	1 746 500	75 470	1 395 246	85 130	163 894	414 726	15 603	81 364	25 436	68 284	540 809	
Stationery	2300	26 500 000	(-) 1 000 000	25 500 000	10 773 700	4 222 954	14 996 654	1 958 964	-	4 500 000	-	-	-	-	7 968 588
Postal charges	2310	36 000 000	(+) 12 150 000	48 150 000	47 907 916	182 943	48 090 859	437 572	-	46 845 158	-	-	-	-	-
Telephone, telegraph, telex	2311	2 600 000	(-) 1 200 000	1 400 000	1 257 165	125 877	1 383 042	152 135	193 626	138 304	41 491	387 252	41 491	387 252	41 491
Miscellaneous insurance	2390	50 000		50 000											
Uniforms and overalls	2391	100 000	(+) 50 000	150 000	86 390	63 136	149 526		71 543	25 175					52 808
Miscellaneous expenditure on internal meetings	2392	55 000		55 000	20 577		20 577	20 577							
Departmental removals	2393	300 000		300 000	291 355	8 424	299 779			299 779					
Small items of expenditure	2394	10 000		10 000											
total chapter 23		65 615 000	10 000 000	75 615 000	60 337 103	4 603 334	64 940 437	2 569 248	265 169	51 808 416	41 491	387 252	41 491	387 252	8 062 887
Entertainment and representation	2401	75 000	(-) 50 000	25 000	11 052		11 052	11 052							
Holding and convening of meetings	2500	250 000		250 000	209 041		209 041			209 041					
total chapters 24 + 25		325 000	(-) 50 000	275 000	220 093	-	220 093	11 052	-	209 041	-	-	-	-	-
TOTAL TITLE 2		104 986 500	9 850 000	114 836 500	95 855 918	6 412 616	102 268 534	5 078 880	4 896 751	62 224 348	277 812	3 936 656	1 060 077	4 020 281	19 396 498
Provisional unallocated appropriations	9800	12 470 000		12 470 000											
Expenditure not specially provided for	9900	750 000		750 000											
TOTAL TITLE 9		13 220 000		13 220 000	-	-	-	-	-	-	-	-	-	-	-
II. TOTAL OVERHEADS (TITLES 2 + 9)		118 206 500	9 850 000	128 056 500	95 855 918	6 412 616	102 268 534	5 078 880	4 896 751	62 224 348	277 812	3 936 656	1 060 077	4 020 281	19 396 498
GRAND TOTAL (I + II)		332 331 500	9 850 000	342 181 500	284 328 576	7 707 636	292 036 212	10 861 124	37 176 106	90 118 684	6 560 372	41 000 872	8 004 582	45 379 350	51 557 891

(*) h. 1150 : Appropriations 1 550 000 - officials 186 000 - 12 %
- local staff 1 364 000 - 88 %

III. INVESTMENT EXPENDITURE

Restaurants and canteens	1420	1 200 000		1 200 000	707 727	437 594	1 145 321								
Office machinery - initial equipment	2200	730 000		730 000	565 457	157 349	722 806								
Office machinery - renewal	2201	-		-	-	-	-								
Furniture - initial equipment	2210	1 100 000	(-) 15												

Table 27

COMPARATIVE TABLE SHOWING THE COST OF THE SECTORS,
INTERVENTION COST AND SALES REVENUE FOR 1976

(in Bfrs)

Sector	Cost of Sector	Intervention cost	Revenue from sales	Difference	
				+	-
Official Journal	53 131 394	53 431 608			
OJ indexes	11 470 446	4 322 460			
total :	64 601 840	57 754 068			6 847 772
Publications	57 509 872	36 967 668			20 542 204
Workshops	58 489 618	28 389 229			30 100 389
Sales	110 057 651		21 675 481		88 382 170
Grand Total:	290 658 981	123 110 965	21 675 481	-	145 872 535

Table 28

BALANCE SHEET AT 31 DECEMBER 1976

(in Bfrs)

A S S E T S		L I A B I L I T I E S	
- Banque Internationale Luxembourg No 8.109/6003/300	22 848 148	- Suspense account	137 255
- Post Office current account No 19.190	706 364	- Prepayments	415 312
- Deposit account Banque Internationale Luxembourg No 8.109/6003/310	40 000 000	- Partial payment of invoices	92 420
- Sundry debtors	20 300	- Unspecified payments	206 199
- Customers	14 110 492		
		Sub-total	851 186
		<u>Net balance</u>	
		- at 1.1.1976	69 898 798
		- Payments to the institutions	<u>46 518 336</u> 23 380 462
		- Operating result	<u>53 453 656</u> 76 834 118
	77 685 304		77 685 304

Table 29

PROFIT AND LOSS ACCOUNT AS AT 31 DECEMBER 1976

(in Bfrs)

D E B I T		C R E D I T	
- Rebate	13 812 327	- Gross sales revenue	63 556 351
- Exchange differences	612 838	- Interest received	3 806 644
- Bank charges	1 426	- Miscellaneous revenue	83 662
- Miscellaneous expenses	5 320	- Postal charges and air mail	940 185
- Insolvent debtors	501 275		
	14 933 186		
Operating results	53 453 656		
	68 386 842		68 386 842

Table 30

BREAKDOWN OF SALES RECEIPTS
for 1976

(in Bfrs)

INSTITUTIONS	PUBLICATIONS turnover	Institutions 50% quota	Office 50% quota	Official Journal turnover	Institutions 50% quota	Office 50% quota	Total	
							Institutions	Office
Parliament	1 080 906	540 453	540 453	4 179 080	2 089 540	2 089 540	2 629 993	2 629 993
Council	1 086 610	543 305	543 305	6 482 710	3 241 355	3 241 355	3 784 660	3 784 660
Commission	20 887 058	10 443 529	10 443 529	25 782 795	12 891 397	12 891 398	23 334 926	23 334 927
Court of Justice	3 079 300	1 539 650	1 539 650	267 260	133 630	133 630	1 673 280	1 673 280
Economic and Social Committee	-	-	-	710 632	355 316	355 316	355 316	355 316
Total :	26 133 874	13 066 937	13 066 937	37 422 477	18 711 238	18 711 239	31 778 175	31 778 176

Table 31

ALLOCATION OF SALES RECEIPTS for 1976

(in Bfrs)

INSTITUTIONS	Description	Amounts	
		Sub-total	Total
Parliament	Receipts from sales of Publications	540 453	
	Quota of receipts of OJ sales	<u>2 089 540</u>	2 629 993
Council	Receipts from sales of Publications	543 305	
	Quota of receipts of OJ sales	<u>3 241 355</u>	3 784 660
Commission	Receipts from sales of Publications	10 443 529	
	Quota of receipts of OJ sales	<u>12 891 397</u>	23 334 926
Court of Justice	Receipts from sales of Publications	1 539 650	
	Quota of receipts of OJ sales	<u>133 630</u>	1 673 280
Economic and Social Committee	Receipts from sales of Publications	-	
	Quota of receipts of OJ sales		<u>355 316</u>
	Total :		31 778 175
Publications Office	<u>Commission on sales :</u>		
	- 50 % on gross receipts from Publications	13 066 937	
	- 50 % on gross receipts from OJ	<u>18 711 239</u>	
		31 778 176	
	- Miscellaneous sales receipts	4 830 491	
	- Sales costs	<u>14 933 186</u>	
	<u>Total to the credit of the Office :</u>	21 675 481	
	- Sums due from clients :		
	Inventory of unpaid invoices at 1.1.76	23 380 462	
	Inventory of unpaid invoices at 31.12.76	<u>14 110 492</u>	
	9 269 970		
<u>Total to be allocated to the Office :</u>	30 945 451	30 945 451	
<u>Grand Total:</u>			62 723 626

GENERAL SERVICES

The General Services sector improved the security system in the office building and took the necessary measures to ensure the installation, in the first half of 1977, of the fixtures designed to reduce the exposure of the building to excessive sunlight.

TECHNICAL AND ADMINISTRATIVE SECTION

After a series of inconclusive experiments, the Office decided it would have to re-examine its policy with regard to printing contracts, because the number of positive replies to its invitations to tender had steadily declined from their initially satisfactory level to an average of \pm 5% of the firms consulted.

The Office has therefore completed a first analysis of the causes of this situation, based on the reactions of these printers, and has also sought the advice of the national publications offices as to policy in this respect.

An approach has also been made to EUROGRAF, the organization which looks after the interests, at Community level, of most of the printing employers' federations in the Member Countries, to enlist its collaboration in the following matters :

- (a) examination of the current practices of the various Institutions with regard to invitations to tender and the conclusions of printing contracts, with a view to ascertaining how the methods currently adopted by the Office might be made more attractive to printers. A working party comprising representatives of the professional organizations in Belgium, France, the Netherlands and the United Kingdom, which was appointed at the end of the year, will meet the representatives of the Publications Office at the beginning of 1977 ;
- (b) establishment of a list of printers genuinely interested in the contracts offered, broken down by type of service provided. This list, which will only become definitive after the analysis of replies to a questionnaire sent to each of the printers indicated by EUROGRAF,

will reflect the real requirements of the Office's publications programme and the volume of work under the various headings, with due regard for the rules for harmonizing the presentation of texts for publication laid down in the "catalogue of technical standards for the presentation of the publications of the European Communities" drafted by the Office and submitted to the Institutions for their approval at the beginning of 1977.

V - REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS
RELATING TO MEDIUM- AND LONG-TERM TRANSLATIONS

V - REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS RELATING TO MEDIUM-
AND LONG-TERM TRANSLATIONS

Pursuant to Article 5 of the Agreement (1) between the Commission of the European Communities and the Office for Official Publications of the European Communities concerning the attachment to the Office of the Medium- and Long-term Translation Service, a list of work performed both for the Office and for each of the Institutions, with a brief description thereof, shall be drawn up at intervals defined by joint agreement. This list shall show the time devoted to each of the items indicated therein .

The list is as follows:

Table 32

WORK DONE BY THE MLTTS

	1973	1974	1975	1976	Forecasts 1977
<u>Parliament</u>					
- reports of proceedings of Parliament debates	-	8 811	14 628	15 976	18 000
- indexes of names	-	-	5 000	5 997	3 000
- analytical index	-	1 003	-	-	-
- Europe today	-	-	1 992	1 254	600
<u>Council</u>					
- Review of the Council's work	605	2 644	1 825	1 946	2 000
- "Vade-Mecum"	-	450	-	-	600
<u>Publications Office</u>					
- notices of invitation to tender	11 993	18 127	19 232	16 623	19 116
- annual management report	622	230	460	675	450
- miscellaneous	1 919	2 055	1 334	1 654	2 000
Total :	15 139	33 320	44 471	44 125	45 766

(1) The purpose of this agreement is to determine the provisions governing the attachment to the Office of Official Publications of the European Communities of the Medium- and Long-term Translation Service (MLTTS), and the relations to be established between the Office and the MLTTS as a result of such attachment. As a result of the attachment of the MLTTS, the Commission shall make available to the Office the necessary translation capacity to guarantee performance of all translation work requested by the Office for its own requirements or for those of the Institutions of the Community (Articles 1 and 2).

I - WORK DONE FOR THE PUBLICATIONS OFFICE

(a) Invitations to tender

In 1976, the translation of invitations to tender accounted for 37.7% of the work done for the Office by the Medium- and Long-term Translation Service (see table 32), compared with 43.3% in 1975. They arrived at the rate of seven documents per day, or fourteen pages for translation into five languages. These translations totalled 16 623 pages in 1976 compared with 19 232 pages in 1975. The reduction is probably attributable to the economic recession in the Member Countries.

(b) Annual Management Report

The translation of the Management Report of the Office (675 pages) required 24 days in all.

(c) Miscellaneous

The "miscellaneous" heading (1 654 pages) includes internal invitations to tender, the report on the subdivision of the Official Journal, the auditor's report on the ECSC accounts, and various other documents for which the Office requested translations.

II - WORK DONE FOR PARLIAMENT

(a) Reports of proceedings

In 1976, the Medium- and Long-term Translation Service was responsible for a portion of the translation, for each of the part-sessions of the European Parliament except the July part-session, of the proceedings of Parliament's debates. These reports, including those for December 1975, are published in volumes of approximately 325 standard manuscript pages, corresponding to about one-and-a-half days' debates and covering ten part-sessions. The reports of proceedings of Parliament's debates for December 1976 will be included in the statistics for 1977.

The workload for each target language depends on the number of speeches in other languages; if one of these is rarely employed in the debates, almost the whole of every text must be translated into it.

For each part-session, rather more than 1 500 pages (all languages) were usually translated to meet an 8-10 day deadline.

(b) Indexes of names

The French originals for 1974-1975 reached the MLTTS on 9 March 1976 and were scheduled to be completed in three phases, by 10 May, 31 May and 14 June. The final total of 917 pages greatly exceeded the forecast volume of work and the exceptional workload delayed the completion of these translations in the form of fair copies until 14 July 1976; but the indexes were nevertheless published within the deadlines fixed by Parliament. The time taken for translating these texts was 54 days, representing an average of seventeen pages per day.

The execution of this assignment was greatly facilitated by the introduction, in the course of the year, of a new method of presentation and transmission of these texts which ensured that nine "tranches" of the 1975-1976 series reached the MLTTS, and that eight had been translated, by the end of December 1976.

(c) Europe today

There were only 1 254 pages in all, but their translation involved considerable research work because the MLTTS did not always have the necessary reference documents. The work consisted of updating the first volume and starting the translation of the second volume, a preliminary draft of which was received on 27 February, followed by the first of the final version on 2 July 1976. The last delivery took place on 8 November 1976; the average rate of translation was 10 pages/day.

It was not always possible to deliver these translations in the form of fair copies, because of the shortage of typists.

For some of this work, in several languages, the MLTTS therefore resorted to the method already applied to other texts destined for printing, by typing the revisors' handwritten corrections and inserting them in the text, so that only those pages with multiple corrections had to be typed as fair copies.

III - WORK DONE FOR THE COUNCIL

The 1 946 pages recorded under this heading relate to the 23rd Review of the Council's work. These documents arrived in batches between 29 February and 15 July 1976, and their translation was necessarily staggered; but the work was nevertheless completed on 13 August 1976. The time required for translating these texts represents seven pages per translator/day.

IV - GENERAL OBSERVATIONS

Deadlines were generally respected and some translations were delivered before the stipulated date.

The transfer of the MLTTS (with the exception of the French section) to the Commission's new building was completed in July 1976, and the concentration of almost the entire service on a single site has reduced the delays incurred in the forwarding process.

As a result of closer collaboration with Parliament and the Council, the provision of background documents is no longer a major problem, but the verification and circulation of this often voluminous material is still a time-consuming operation.

As already emphasized, the typing of fair copies again posed a serious problem because of the shortage of typists. The expedient of typing the handwritten corrections on the copy sent to the Office proved very useful in this context, and was also applied with a certain degree of success to translations prepared for the Commission in cases where the "demandeur" had indicated that the text was destined for printing. Only the Danish texts were invariably typed in the form of fair copies.

The Commission will be unsparing in its efforts to improve the general standard of presentation of manuscripts for printing. But this will depend on its success in solving the staffing problem and on the provision of modern equipment such as editing machines.

VI - STAFF OF THE OFFICE
AND STAFF MANAGEMENT PROBLEMS

VI - STAFF OF THE OFFICE AND STAFF MANAGEMENT PROBLEMS

I - WORKFORCE

Under the 1976 budget, the Office was allocated eight new posts, including one C1, three C2, three C3 and one C4, so that the number of established posts was increased from 198 to 206.

The Office was unable to fill all the vacant posts by recruitment in the course of the year; its total workforce at 31 December 1976 was 181 officials and temporary staff. The pattern of nationalities is shown in the following table.

Table 33

WORKFORCE OF THE PUBLICATIONS OFFICE
BROKEN DOWN BY GRADE AND NATIONALITY

Categories/Grades	B	D	DK	E	F	Ir	I	L	NL	Total
A2	1	-	-	-	-	-	-	-	-	1
A3	-	-	-	-	1	-	-	-	-	1
A5/4	-	-	-	-	-	-	-	1	1	2
A7/6	2	1	1	-	-	-	1	-	-	5
B1	2	3	-	2	1	-	2	4	1	15
B3/2	7	8	5	5	5	1	10	4	5	50
B5/4	2	3	5	4	2	-	5	4	4	29
C1	3	2	-	-	1	-	1	1	-	8
C3/2	4	3	-	1	10	3	5	20	-	46
C5/4	-	-	-	-	2	6	-	10	1	19
D1	-	-	-	-	-	-	1	-	-	1
D3/2	-	-	-	-	1	-	-	3	-	4
Total :	21	20	11	12	23	10	25	47	12	181

II - CHANGES IN THE WORKFORCE

In 1976, the Office filled most of its vacancies by promotion or transfer or by recourse to existing reserve lists for specific posts (e.g. proof-readers) or for non-specific employment (e.g. technical and office jobs). Only in a single case (from the Commission) was a member of staff appointed by transfer from another Institution.

On the other hand, the Office can report the successful conclusion in 1976 of an internal competition organized in 1975 with a view to the appointment of a principal assistant (production of the Official Journal). A second internal competition, also planned in 1975, for the recruitment of an administrative assistant for the drawing office, could not be held in 1976, and in view of the highly technical nature of this post, the vacancy is unlikely to be filled without recourse to an internal BT competition; which remains to be organized.

The Personnel Department, in collaboration with the Commission, completed the administrative formalities relating to the following appointments :

- probationary officials : 10 (one A7, four B5, one C3, one C5, one B1 and two D3);
- transfer to the Office from the Commission : 1 C3;
- transfer to the Commission : 7 (two B3, three C3, one C4 and one C2);
- promotion to a higher category : C3 to B5 : 1
D1 to C5 : 1
- promotions to a higher career bracket: A4 to A3 : 1
C4 to C3 : 1
B2 to B1 : 2
- promotions within the career bracket : A7 to A6 : 1
B3 to B2 : 7
B5 to B4 : 2 (one BT)
C3 to C2 : 5
C5 to C4 : 1
- renewal of temporary contracts : 3 (one B4 and two B5)
- half-time employment : 1 B4
- reinstatement after leave on personal grounds : 1 B4
- extension of leave on personal grounds : 1 C3
- departure on leave on personal grounds : 2 B3

- invalidity: 1 A5
- retirement: 1 B3
- resignation: 2 (one A3 and one B3).

III - LOCAL STAFF

At 31 December 1976, 42 local staff were employed by the Office, out of 45 posts allocated by the budgetary authorities under the 1976 budget.

The Personnel Department completed the following administrative procedures in respect of local staff:

- recruitment by recourse to the external reserve lists drawn up by the Selection Committee: 2
- transfers to the Office from the Commission: 2
- transfers to the Commission: 1
- promotion to a higher "group" of the "level" of employment: 10
- promotion to a higher "level": 1
- resignation: 1
- dismissal: 1.

It should be noted that three local staff (two in the dispatch department and one in the photographic section) were "established" at the levels of D3/D2 and C5/C4 respectively.

IV - FREELANCE PROOF-READERS

In 1976, calls were made on freelance proof-readers for a total of 2 370 days' work (2 803 in 1975) in respect of the Official Journal and the indexes, and for 1 303 days' work (1 834 in 1975) on other publications.

These services cost Bfrs 9 499 158 in 1976 (Bfrs 10 836 252 in 1975), which is well below the level of expenditure registered under this heading in recent years (-12% compared with 1975), reflecting the appointment in 1975 of a large number of freelance proof-readers, as a result of their success in an open competition, to vacant probationary posts under the Office's establishment plan for permanent staff.

The rates of remuneration were increased on 1 January 1976, to allow for the rise in the cost of living index in Luxembourg.

At the request of the Management Committee, the Director's Office examined the possibility of including the subsistence allowance in the freelances' fees as from 1 January 1977; it also considered the feasibility of providing these employees with voluntary sickness insurance including the payment of an employer's contribution.

The Office has noted the proof-readers' interest in these proposals which cannot be implemented, however, until the Commission has worked out the details of the insurance scheme for its freelance interpreters.

V - TEMPORARY STAFF

A number of temporary staff were employed not only to replace secretaries on maternity leave and staff seconded to other services for training (telephonist), but also to strengthen certain sections of the Office faced with an exceptionally heavy workload (Accounts Office, Technical and Administrative Section).

VI - OCCUPATIONAL TRAINING

The number of officials enrolled for the various courses and occupational training schemes organized by the Directorate for welfare, training and staff information of the Directorate-General for Personnel and Administration of the Commission are shown in table 34, p. 83.

Table 34

NUMBERS OF OFFICIALS
REGISTERED FOR COURSES AND OCCUPATIONAL TRAINING

Type of activity	Numbers registered in 1976	
a) Language courses	54	(1)
	2	(2)
b) Training courses and seminars		
- new officials A	1	
- seminar on Member Countries	1	
- modern management	1	
- secretarial duties	5	(3)
- follow-up to seminars on secretarial duties	7	
c) Occupational training courses		
- management (long-term)	8	
- informatics (part 1)	6	
- economics (part 2)	1	(4)
- report writing in English	1	
- librarians and documentalists	3	
- archivists and librarians	5	
- shorthand (3 languages)	4	
Total :	99	
(1) 74 in 1975. (2) Two officials of the Publications Office attended the Danish language course organised by the Parliament. (3) 1 in 1975. (4) 1 in 1975.		

VII - CONSULTATIONS

between the representatives of the Management Committee of the Office for Official Publications of the European Communities, on the one hand, and the representatives of the trade union organizations in Luxembourg, on the other hand.

The consultations regarding the Annual Management Report for 1976 were held on 28 March 1977, under the chairmanship of Mr VAN HOUTTE, Clerk of the Court of Justice and Chairman-in-Office of the Management Committee of the Publications Office; the participants included Mr VERHEYDEN, Director of the Office, Messrs CASSAIGNAU and FASSONE, delegates of the Union Syndicale - Luxembourg, and Mr DE GEUSER, representative of the SFIE.

The spokesman for the delegation began by listing the main points which the trade union organizations representing the personnel in Luxembourg desired to raise :

1. restructuring of the Office
2. staffing policy
3. management policy

x

x x

1. RESTRUCTURING OF THE OFFICE

The representatives of the personnel not having been associated with the reorganization of the Office which became effective at 1 January 1977, the trade union delegation asked for details of the studies undertaken prior to this restructuring operation, the specific objectives and the results from the Management's point of view.

At the invitation of the Chairman of the Management Committee, the Director of the Publications Office explained that the Management Report contained few details in this respect because it was addressed to the Institutions and the Audit Board and was not supposed to serve as a justification, vis-a-vis the trade union organizations, of the action taken by the Management Committee. It was precisely the object of the consultations in progress to allow the unions to formulate the questions arising from their reading of the Report. In any case, the new "Plan of Organization" had been brought to the attention of the trade union organizations in December 1976 and any questions should therefore have been raised at that time; but this had not been done.

With regard to the changes actually made, the Director explained that :

- the drawback of the earlier (vertical) structure was that the Head of a single division was responsible for all the major sectors, and this had led, when he was absent, to the development of operating problems or a free rein for individual sectors; in addition, not only the Sales Offices but also an internal sector were outside the ambit of this Division ;
- by contrast, the new horizontal structure had divided the whole Office, by a series of logical attributions of function, into sectors of more or less equal size, and the "Plan of Organization" was now made up for four specialized sectors, plus a Planning and Dispatch department and a single advisory post, both of which were attached to the Director's Office. The tasks of the Director included, inter alia, the allocation of work to various sectors ;
- the preparatory studies for this restructuring operation were conducted on an internal basis, in collaboration with the Management Committee, which had devoted several meetings to the matter ;
- over the short period since its inception, the new structure had proved highly satisfactory.

2. STAFFING POLICY

(a) Occupational training

The trade union delegation recalled having raised the question of training, particularly with regard to the operation of new equipment purchased by the Office, in the course of previous consultations, and noted that no action had yet been taken in response to their repeated requests.

The Office explained that the previous year's consultations had been held after the budget had been approved, too late for the last-minute insertion of special provisions; but in 1977, for the first time, the Office's budget included appropriations for its own internal training programmes. As in the past, however, the staff of the Publications Office were taking full advantage of the common training activities organized and financed under the Commission budget. There would also be courses for proof-readers, which should enable staff in category C to gain promotion to category B.

The Office also provided training schemes for its workshops staff (photocomposition : short refresher courses for the purpose of updating technical knowledge), and the current year would also see the completion of the selective course for analysts and programmers for the printing sector.

In reply to the delegation's request for an explanation of the preselection procedure for this course, the Director said this had been based on the objectives in view, i.e. the acquisition of new qualifications by the staff already involved, but only at a modest level in the hierarchy, to prepare them for employment at the "estimator" level.

This explanation was acceptable to the trade union delegation, who nevertheless pointed out that the Office's staff did not always fully understand this type of situation. The Chairman of the Management Committee suggested that when such misunderstandings arose the unions could make a direct approach to the Director of the Publications Office.

(b) Appointments, transfers, competitions, promotions

The delegation asked for further information regarding page 80 of chapter VI ("Staff management"), particularly in respect of what appeared to be a substantial number of transfers to the Commission, which might conceivably be due to the atmosphere prevailing in the Office. They also expressed surprise that a freelance proof-reader who had worked in the Office for five years, and who had been successful in an external competition for which the reserve list expired in June 1977, had not yet been appointed to an established post.

The representatives of the Publications Office considered that these transfers merely showed the desire of the personnel for mobility. The case of the freelance proof-reader would soon be settled; it should not be forgotten that proof-readers could only be recruited to the extent that they were needed for the various languages.

They also replied in detail to the delegation's question regarding :

- the procedures adopted for filling vacancies (competitions organized specially by the Office, or open competitions organized by the Commission), the outlook following the publication of two notices of vacancies A5/4 for the appointment of two heads of specialized services (the other two services already had principal administrators running their activities) and the exact requirements for the three A7/6 posts still vacant.

The Office hoped to organize its own competition which would of course be open to members of its existing staff, a point which was emphasized by the trade union organizations, although they had to admit that an infusion of new staff, with experience of the latest techniques, might well be useful to the Office;

- promotions to a higher category or career bracket :

the delegation drew particular attention to the case of an official whose job had been changed without any promotion (proof-reader made responsible for production work); they were informed that the Office did not wish to differentiate between staff responsible for production jobs and proof-readers; so the jobs were interchangeable and this avoided the situations, which the unions had criticized in the past, in which certain officials were predestined for more rapid promotion.

Furthermore, the procedures for promotion, the filling of vacancies and the appointment of staff were completely in accordance with the Staff Regulations and involved the full participation of the staff representatives.

The trade union delegation then asked for an explanation of the "under-classification", according to the Office's Establishment Plan, of 27 members of the personnel. The Director replied that this was more a question of under-occupation than under-classification, e.g. the B3 vacancies filled from the reserve lists for B5/4 competitions. Some of these posts would be re-occupied at the normal level in the course of the year, as a result of promotions, and this would open up the career prospects defined by the Commission. Putative under-classifications, compared with Brussels, could be attributed to a variety of factors; quite apart from the possibility of over-classification in Belgium, the Office's staff might be too young, or perhaps have failed to make the grade in the competitions to which they had been admitted. The delegation expressed the intention of raising this question again on a future occasion.

(c) Freelance proof-readers

The delegation recalled that the trade union organizations had pressed for social security arrangements for the freelance proof-readers on a par with those for freelance interpreters. The Director replied that the documents relating to the proposed arrangements had reached the Office a month previously and had been forwarded to the proof-readers. He confirmed that the collective insurance scheme was based on joint contributions by the employer and the employee.

Finally, the delegation emphasized the need to treat the interests of the freelance proof-readers with the same degree of consideration as was accorded to those of the Office's permanent staff. The Office fully agreed.

3. MANAGEMENT OF THE OFFICE

The delegation asked for information regarding a number of important aspects of the management of the Office, including :

(a) The restructuring of the accounts and of the Office's printing capacity

The unions wished to see the detailed conclusions of the study on which the financial restructuring had been based, and to be informed if the study had allowed for a changeover from traditional practices to automated or computer-assisted processes and what this implied in terms of recruitment and staff training. They also wondered why the computer-assisted printing of certain publications was entrusted to outside printers and not to the Office's own workshops.

The representatives of the Publications Office outlined the new accounting system and announced that an explanatory document could be sent to the trade union organizations. The Office had no plans, as yet, to change over to mechanized or computer processing of the accounts, except in the case of its sales accounts, in which there was a logical succession of administrative procedures lending themselves to computer treatment (recording of orders, dispatching, addressing, invoicing, recording of payments, stock control); these would be computerized and the staff would receive the necessary training.

With regard to the computerized production of certain texts, the Office explained that this had so far only involved Statistical Office Publications for which the data were transmitted directly from the Computing Centre to the composing machines of an outside printing firm with far more sophisticated equipment than would be available in the Office's own workshops, whose machinery was never intended, in spite of the planned additions to capacity, to print all the publications of all the Institutions. Complex work of the above-mentioned type would therefore continue to be entrusted to printers with the necessary specialized equipment of the right capacity.

(c) Working conditions

The trade union delegation was surprised that no concrete measures had yet been taken to protect the building from excessive sunlight.

The Director said the problem was now solved at a technical level, thanks to the determined efforts made by the Office. Two types of blinds were being tested, and there were hopes of installing the definitive system in the near future, in collaboration with the Luxembourg authorities. The cost would be reflected in a higher rent for the building.

The Director stated that noise in the workshops, to which his attention had been drawn by the trade union delegation, could not be entirely suppressed; but an effort would be made, particularly in the addressing section.

(c) Cost of overtime worked by local staff

The delegation considered the cost of overtime worked by local staff to be excessive and thought it would be more appropriate, at a time of economic crisis, to take on extra employees.

The management explained that overtime was required for dispatching the Official Journal in the early hours of the morning and on Saturdays, even if the local dispatching staff merely worked the same number of hours per day as established staff. The Office had nevertheless applied for a number of posts of local agent in its 1978 budget proposals.

The Chairman also mooted the idea of reducing the cost of overtime by introducing a system of time off in lieu.

(d) Transfer of an order

The trade union delegation was surprised that an order placed with a firm affected by an industrial dispute had been transferred to a printing works in another country, and wondered whether this action constituted intervention.

The Office assured the union representatives that the transfer had been made in consultation with, and with the approval of, the trade union in question.

(e) Budgetary accounting

The delegation had noted the statement on page 57 of the Management Report, in the chapter devoted to the Accounts Office, that the overall expenditure of the Publications Office had risen by 24 % and that labour costs were only 14 % above the previous year's level, whereas operating costs had increased by 48 %. They wished the Office to emphasize the rather modest percentage

increase in labour costs, compared with the overall rise in expenditure which was attributable above all to the changeover to direct dispatching of the Official Journal from Luxembourg.

The representatives of the Publications Office noted this comment, and agreed to amend the wording of the Management Report accordingly (1).

x

x x

In conclusion, the trade union delegation and the representatives of the Publications Office expressed their satisfaction with the constructive spirit which had animated the consultations, and hoped they would produce positive results for the Office.

(1) Amendments incorporated in this text.

VII - ESTABLISHMENT PLAN

Table 35

ESTABLISHMENT PLAN 1976

Category and grade	Workforce 1976	Increase	Workforce 1977
A1	-	-	-
A2	1	-	1
A3	1	-	1
A4	2	-	2
A5	2	-	2
A6	3	-	3
A7	4	-	4
A8	-	-	-
TOTAL	13	-	13
B1	17	1	18
B2	31	1	32
B3	34	-	34
B4	8	1	9
B5	6	-	6
TOTAL	96	3	99
C1	13	-	13
C2	28	1	29
C3	29	1	30
C4	14	2	16
C5	5	-	5
TOTAL	89	4	93
D1	3	1	4
D2	3	-	3
D3	2	-	2
D4	-	-	-
TOTAL	8	1	9
GRAND TOTAL	206	8	214

FX1938002ENC