

OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES

# NINETEENTH ANNUAL MANAGEMENT REPORT 1987

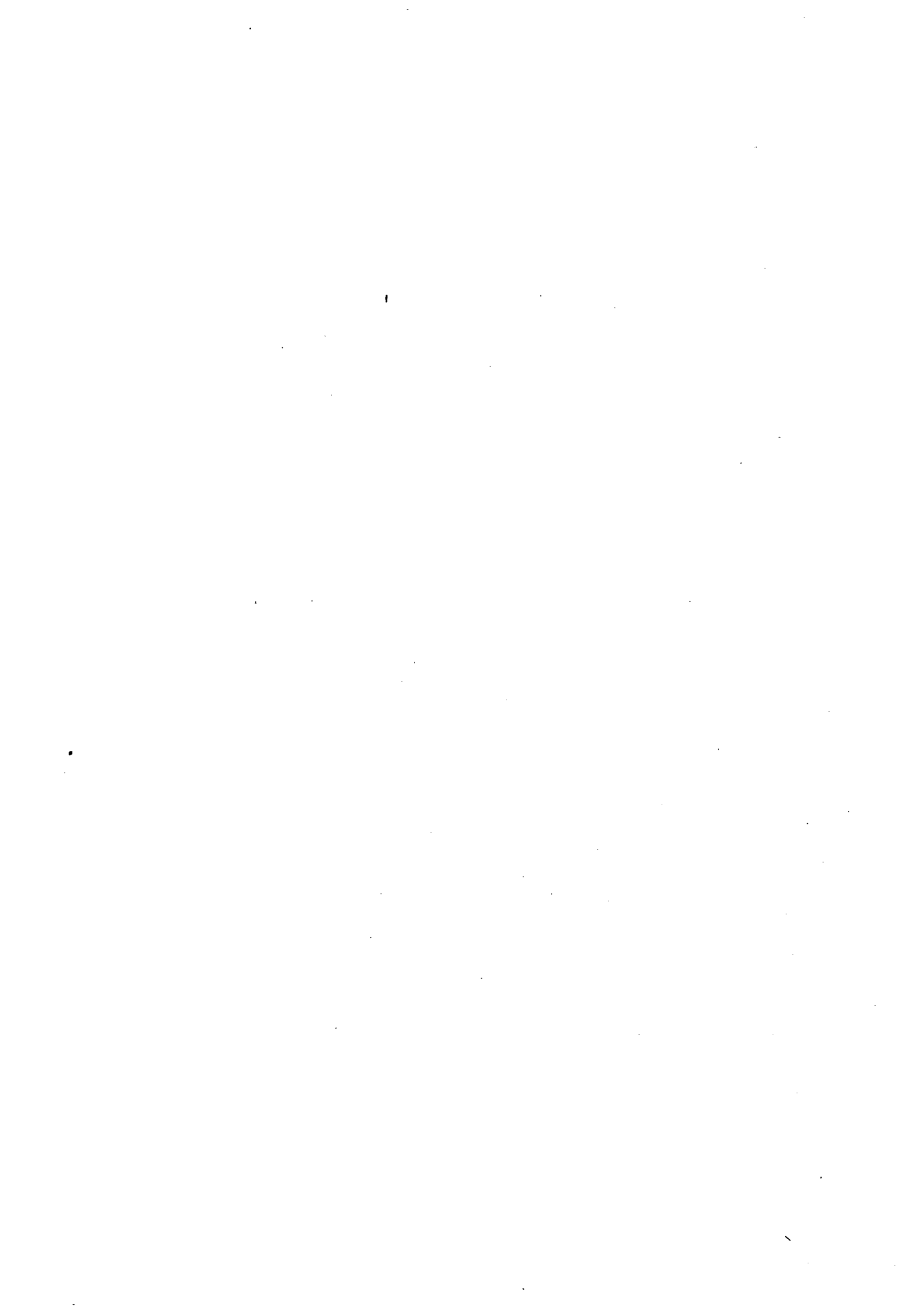






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# NINETEENTH ANNUAL MANAGEMENT REPORT 1987



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# Introduction

This management report, drawn up by the Management Committee pursuant to Article 4 of the Decision establishing the Office for Official Publications of the European Communities, provides the institutions with an account of the Office's activities over the financial year 1987.

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

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

Mr N. Ersbøll,  
Secretary-General of the Council and Chairman of the Management Committee in 1987;

Mr E. Noël,  
Secretary-General of the Commission;

Mr D. Williamson,  
Secretary-General of the Commission (from 1 October 1987);

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

Mr P. E. Heim,  
Registrar of the Court of Justice;

Mr R. Louet,  
Secretary-General of the Economic and Social Committee.

The Management Committee met on 2 April, 10 September (full members) and 25 November 1987. In addition, 23 written procedures were submitted to the Management Committee in the course of the year under review.





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# **1. Publications issued by the Office**

**1.1. Official Journal**

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



# 1.1. Official Journal

## 1.1.1. General considerations

The adoption of the international convention on the harmonized commodity description and coding system (Council Decision 87/369) involved the Publications Office in much preparation and rearrangement of acts/instruments.

The combined nomenclature (Council Regulation No 2658/87) covering commodity coding and description at customs tariff and trade levels, and the integrated Community tariff, which came into force on 1 January 1988, are based on the harmonized system.

It was not just a matter of publishing these three extremely voluminous texts; they also brought in their wake changes to the annexes of a large number of regulations, in particular annexes to periodic instruments and those of some long-term acts running out on 31 December 1987 and needing to be renewed in good time. Such annex adaptation work is expected to continue throughout 1988.

As regards application of new technologies, several developments should be mentioned:

### (a) Computerized editorial system (SEI)

In preparation for the adoption of the new directives on public contracts, the computerized editorial system, used for preparation and translation of the invitation to tender notices involved, was scaled up accordingly. Facilities enabling retrieval of notices received by telex will become operational in the first quarter of 1988, and will be used initially for notices not requiring translation.

### (b) Publications using data from a database

The harmonized system, combined nomenclature and integrated Community tariff publications were produced using data extracted from the Taric database run by the Commission's Directorate-General for Customs Union and Indirect Taxation. The first two appeared in the L Series of the Official Journal, while the third was published as a document.

Likewise, an infrastructure allowing partial automatic publication of the regulations on compensatory monetary amounts (using data supplied by the Agriculture Directorate-General) has been operational since the last few days of 1987.

This method holds out the prospect of large productivity increases for Official Journals containing voluminous annexes involving data available in electronic form.

### (c) Periodic agricultural instruments

As regards periodic agricultural instruments, for which the Official Journal section prepares the manuscripts, a system of production

control requiring less intervention and improving publication deadlines was developed and will be brought progressively into operation during 1988.

#### (d) Einecs workstation

A special workstation was developed for translators to facilitate translation of the Einecs inventory (European inventory of existing chemical substances). This makes it possible to call up translations from electronic media.

#### (e) Directory of agricultural instruments

The Agriculture Directorate-General uses traditional methods to update a directory of agricultural instruments covering the consolidated texts of all the major acts. For a long time use of this directory — known as the *Ange Bleu* — was restricted to this Directorate-General, but it is nowadays distributed as a document (available in French only).

A workstation for streamlining text consolidation was developed and will be production-tested in 1988.

If the results of this pilot run are positive this method could be extended to the other language versions of this document, or even to cover other fields.

(f) Problems stemming from the uneven inflow of work over time and from manuscript quality persist, although considerable improvements have been noted. It is encouraging to see that the author departments are aware of the problem and are making a real effort to find a solution.

The best results in this field have been achieved by the author departments which use modern equipment to produce their documents.

### 1.1.2. Output

#### (a) Official Journal

Series	1987		1986	
	Issues	Pages	Issues	Pages
L OJ	400	20 260	389	19 080
C OJ	358	10 807	340	9 172
S OJ	250	13 545	252	11 655
Total	1 008	44 612	981	39 907

#### (b) Preliminary draft budget

The Publications Office produced this publication using the computerized system for production of budgetary documents. It amounted to 1 410 pages per language.

#### (c) Integrated Community tariff

This publication is produced using data from the Taric database. The first issue amounts to 1 925 pages per language.

**(d) Eines (European inventory of existing chemical substances)**

The Publications Office published the interim version in English, the annex being produced from magnetic tape. It amounted to 4 379 pages.

3 Table 1: Trend in the number of pages per series of the Official Journal, 1978-87

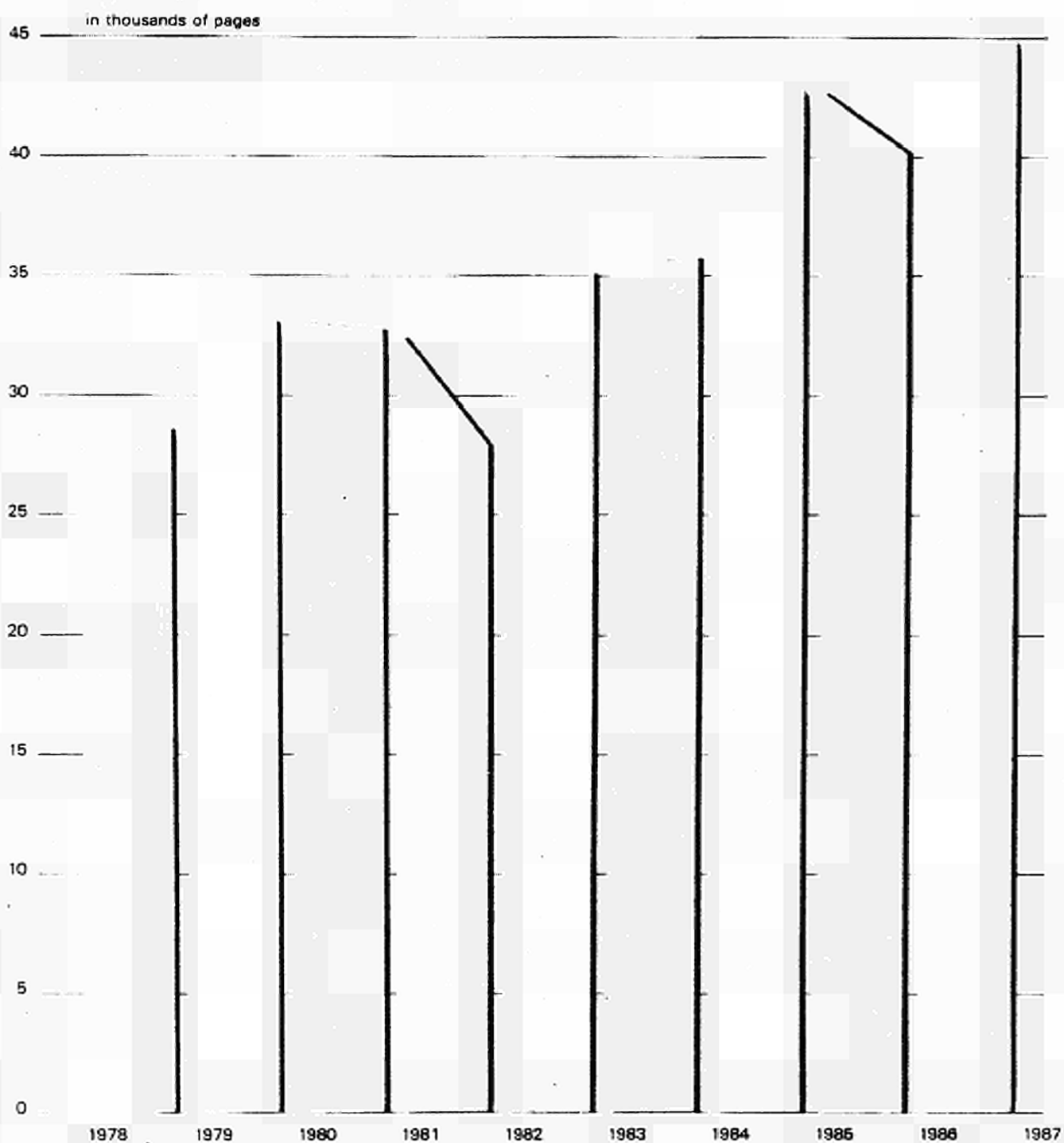
Series	1978 <sup>1</sup>	1979 <sup>1</sup>	1980 <sup>1</sup>	1981 <sup>1</sup>	1982 <sup>1</sup>	1983 <sup>1</sup>	1984	1985	1986	1987
L OJ	22 200	23 102	26 616	25 300	25 428	27 385	16 482	19 724	19 080	20 260
C OJ							9 214	12 005	9 172	10 807
S OJ	4 192	5 548	6 324	7 256	7 244	7 956	9 778	10 996	11 655	13 545
Total	26 392	28 650	32 940	32 556	32 672	35 341	35 474	42 296	39 907	44 612

<sup>1</sup> For 1978 to 1983 the L OJ figure is made up of the L + C total.

Table 2: Breakdown by country of invitations to tender published in 1987

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	GATT	Total
Public works	167	38	831	138	667	1 575	25	1 536	17	194	89	1 521		6 798
Supplies	60	37	369	33	561	861	15	1 052	1	33	26	424		3 472
GATT	91	52	235	2		331	16	68	5	25		522	1 928	3 275
Total 1987	318	127	1 435	173	1 228	2 767	56	2 656	23	252	115	2 467	1 928	13 545
Total 1986	272	136	1 381	132	534	1 946	91	2 303	18	312	86	2 237	1 203	10 651
Increase 1986-87 (in %)	16	—	3	31	129	42	—	15	27	—	33	10	60	27

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



## 1.2. Publications other than the Official Journal

### 1.2.1. Output

Following a slight drop in 1986 production returned to normal levels (or even slightly higher), which, together with a rapid increase in publications in Spanish and Portuguese, gives the following figures for 1987:

- number of publications: 2 493 as against 2 130 (+ 17 %);
- number of proof-read pages: 187 213 as against 165 807 (+ 13 %);
- number of non-proof-read pages: 137 522 as against 124 623 (+ 10 %).

It should be noted that:

- although the number of camera-ready documents is increasing, the number of composed publications is unaffected;
- the manuscripts for the latter already supplied on magnetic media account for approximately one quarter of the volume produced;
- in 1988 the number of publications will probably be higher than in 1987.

### 1.2.2. Output breakdown

#### Changes over 1986

Institutions	Composed and proof-read pages	Reproduced and non-proof-read pages
Parliament	+ 10 297 (+ 31 %)	- 2 646 (- 26 %)
Council	- 2 729 (- 24 %)	+ 17 428 (+ 18 %)
Commission	+ 1 260 (+ 1 %)	
Court of Justice	+ 14 551 (+ 89 %)	
Economic and Social Committee	- 454 (- 5 %)	
Court of Auditors	+ 344 (+ 15 %)	

The following should be noted:

- for the Parliament, the publication in Spanish and Portuguese of the final versions of the Debates;
- for the Commission, the significant increase in the Public Documents and other camera-ready documents;
- for the Court of Justice, the introduction, in June 1987, of facilities for making up the backlog on Reports of Cases before the Court; this must be continued in 1988;
- finally, for all the institutions, publication of the first volume of the *Treaties establishing the European Communities*, with the second volume now in preparation.

The changes in output should be seen in the light of the above remarks.



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### 1.2.3. Official documents

The publication of official documents (COM finals, EP reports, ESC opinions) on paper continued as usual. The microfiche version was modified. To facilitate use of these documents each is contained on a single microfiche for each language version, which explains the increase in the number of master microfiche. However, things are made easier for the reader.

Number of official documents: 1 306 in 1987 as against 1 296 in 1986;

Number of master microfiche: 9 953 in 1987 as against 2 867 in 1986.

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

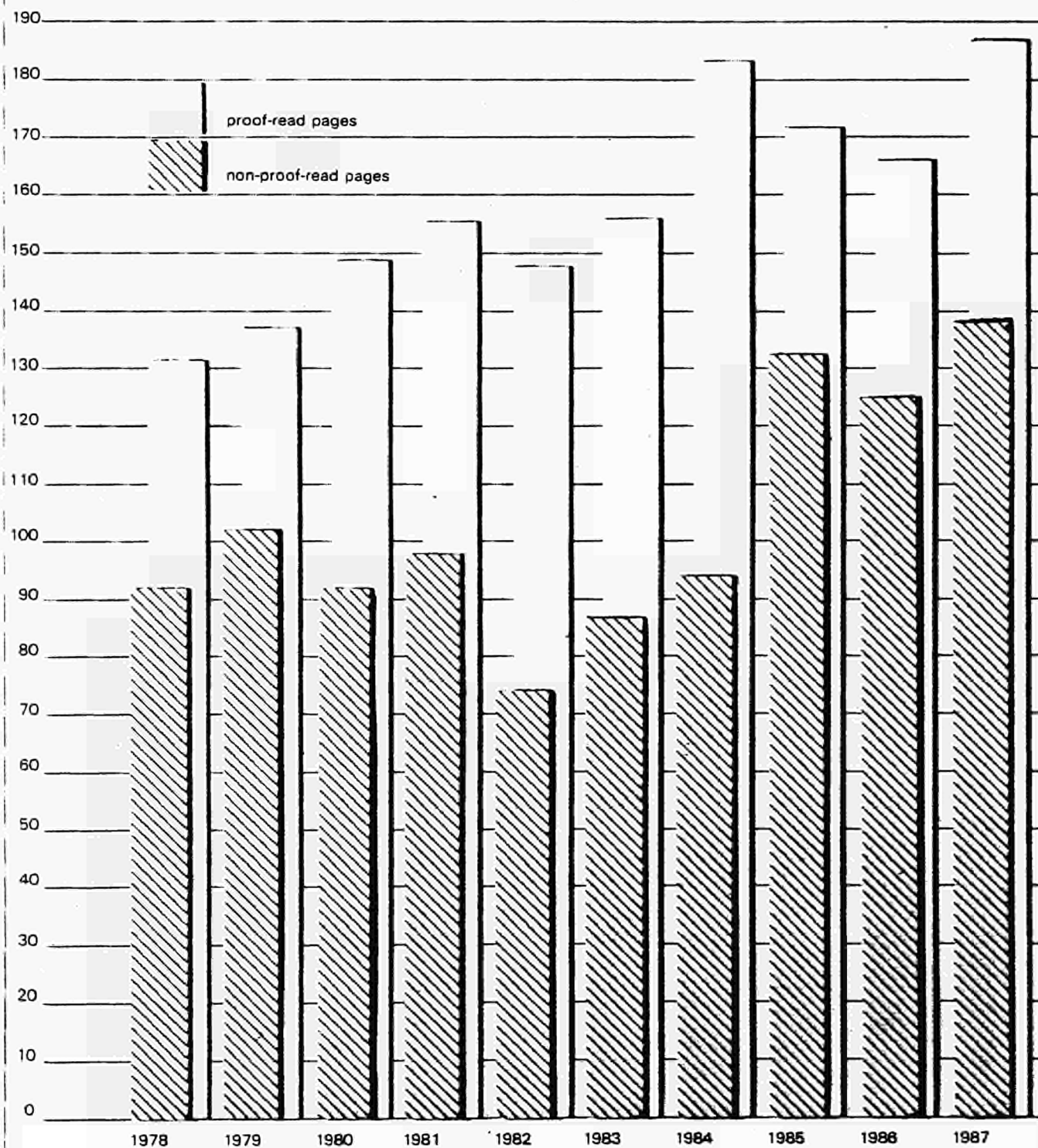
	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987
Proof-read pages	131 340	138 152	148 915	155 421	147 556	155 907	183 576	171 310	165 807	187 213
Non-proof-read pages	91 960	101 530	91 950	97 884	74 083	86 310	94 056	132 734	124 623	137 522

**Table 4: Number of proof-read pages/language**

Language Year	ES	DA	DE	GR	EN	FR	GA	IT	NL	PT	RU
1978	1 845	19 589	21 673	56	24 054	22 528		20 452	21 119	24	
1979	2 127	18 824	23 256	84	23 676	23 966	1 320	22 481	22 206	52	
1980	2 614	21 450	25 990	614	24 067	25 896		24 048	23 731	48	79
1981	1 713	22 754	24 109	6 506	27 329	25 481		23 240	23 164	831	
1982	2 181	19 354	23 989	14 569	20 614	24 427		21 265	20 757	263	
1983	2 309	20 868	22 800	13 310	23 884	26 095	32	23 348	21 893	1 368	
1984	2 848	24 025	27 869	17 601	29 644	28 444		25 078	25 763	2 304	
1985	2 828	21 208	24 488	21 919	25 338	28 306		23 760	21 064	2 399	
1986	7 795	17 479	25 200	19 319	25 030	28 039		18 119	18 288	6 538	
1987	14 524	19 925	22 944	21 517	25 692	26 410		23 250	20 653	12 298	

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

in thousands of pages



**Table 5: Invoicing of publications**  
(pro forma)

Institutions	Number of proof-read pages	Number of pages produced	Amount in ECU
Economic and Social Committee	8 541		314 732
Commission	92 906	126 902	6 076 887
Council	8 579	7 524	473 449
Court of Auditors	2 684	230	103 713
Court of Justice	30 958		1 140 788
Parliament	43 545	2 866	1 664 537
Total	187 213	137 522	9 774 106

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

### **Breakdown of sales revenue by institution**



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## 2.1. Organization

### 2.1.1. Sales network

The Publications Office sales network was stabilized during the year under review.

On the one hand, a Turkish sales office was opened in response to the considerable increase in demand for Community publications in Turkey.

On the other, the Office discontinued its dealings with the Cedam organization in Italy which had specialized in selling Court of Justice publications up to that time; this measure formed part of the policy of having single outlets for the publications of all institutions.

In 1987 the Publications Office's annual meeting of heads of sales offices was held in Luxembourg. The Spanish and Portuguese offices were represented for the first time.

### 2.1.2. Stock management

Following the introduction of the computerized stock management and order processing system, the Office concentrated on developing it further and streamlining the procedures involved.

Methods were developed for ascertaining more exactly the quantities required for both free distribution and sales. This should provide the institutions and ordering departments with a better idea of the print-runs required prior to production.

As a corollary to this the Office also began work on developing rapid resupply and reprint methods. This work was not completed in 1987 and will continue in 1988.

### 2.1.3. Free distribution

In 1987 the Office took over responsibility for a growing number of operations involving free distribution of publications. This was initially limited to the documentation centres and depository libraries, but the Office's involvement steadily grew to cover the following:

- free internal and external distribution of the Official Journal (both single issues and regular supplies);
- management of files of publications distributed on behalf of the Commission and other institutions or bodies (Cedefop, European Foundation in Dublin, Florence University Institute);
- distribution of publications dispatched against payment of postal costs;
- supplying the centres for European business information.

This major and rapid development led to what was formerly the EDC/DEP section being turned into a 'free distribution' section.

This did not stop the abovementioned section from continuing the activities, undertaken in collaboration with DG X since 1986, aimed at keeping the stocks of the depository libraries and European documentation centres up to date, as well as revising the statutes of most of them.

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These activities have allowed a number of documentation centres to specialize: there are at present 124 specialized centres, while the non-specialized or full documentation centres total 214.

Apart from this, a number of European documentation centres were turned into European reference centres receiving reduced funding for documentation; there are 176 of these at the moment.

## 2.2. Sales promotion

The sales promotion policy developed over previous years was continued in 1987.

As part of this policy the Office produced 36 advertising leaflets, either for direct mailing or for insertion in specialized journals. Some 50 advertisements were published in several languages in various periodicals issued by the Community institutions, in particular the Official Journal and the press office bulletins.

The Office produced annual and quarterly catalogues of a general nature, the minicatalogue in nine languages, the ESC catalogue and Cedefop publications lists. It was also involved in distribution of the Dublin Foundation's publications lists.

The Office also continued to run and update the 'press' file (currently containing 3-214 addresses).

The Office took part in the following fairs and exhibitions:

- full-scale events, involving Office staff: 10 book fairs, three computer exhibitions;
- partial participation (exhibition of publications only without Office staff in attendance): six events.

## 2.3. Co-publishing and copyright

Since 1982 the Office has been responsible for negotiating and managing, on the institutions' behalf, co-publishing agreements with commercial publishers. Up to the end of 1986 18 agreements of this nature had been negotiated (seven of them covered the different language versions of the same publication — the *Student Handbook*) and 16 titles had been published. Five additional agreements were signed in 1987 and the same number of new titles had been published by the end of that year. Thirty-eight co-publishing agreements were being negotiated.

During 1987 the Office received 27 requests for copyright concessions, consisting of two requests for translation purposes (one into Arabic, the other into Japanese), 21 for partial reproduction and four for reproduction in full.



## 2.4. Sales revenue

### 2.4.1. Periodicals

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

The average increase in subscriptions is 4.94 %.

#### (a) Official Journal

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

It is interesting to note that while subscriptions to the Portuguese and Spanish versions continue to increase steadily, a large number of the other language versions bounced back after dropping somewhat in 1986, particularly in the case of the 'Supplement', in which public interest seems to be growing steadily despite competition from the TED database.

#### (b) Other publications

Table 8 shows the trends in subscriptions to periodicals other than the Official Journal.

It should be noted that the Cedefop information bulletin kept up its momentum and saw a remarkable rise in sales. The increase in sales of *Social Europe*, *European Economy* and *Energy in Europe* is also worthy of note; and seems to confirm that producing a major periodical covering one policy field is a good idea.

By contrast, there was a slight drop in sales of the *Commission Bulletin* and the *Delta newsletter*, now called the *Erasmus newsletter*.

As for the other institutions, sales of the *Report of Cases before the Court of Justice* also dropped. However, the *Bulletin of the Economic and Social Committee* and the *Texts adopted by the European Parliament* and the microfiche version of the *Debates* show very interesting increases.

Table 9 shows the subscriptions to documents. Sales are rising slowly but surely.

### 2.4.2. Separate works

In 1987 the Office put 753 new titles on sale, broken down as follows:

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Commission — DG IX	224
Commission — DG XIII	398
Commission — SOEC	55
Parliament	7
Council	10
Cedefop (Berlin)	30
Economic and Social Committee	6
European Foundation (Dublin)	23

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The greatest commercial successes were the *Political Map*, the *General Report*, *European Perspectives*, *Community Legal Order*, *Thirty Years of Community Law*, the *Treaties* and *Basic Statistics* (in that order).

### 2.4.3. Electronic publishing

The Office continued and extended commercial operation of the TED, Celex, SCAD, Cronos, Comext and Regio statistical bases, and set about launching the Sesame base commercially.

The TED base is currently distributed by five hosts and has 411 direct users (ECHO host). The Celex and SCAD bases jointly distributed on the Commission host have 265 regular customers. Furthermore, Celex is distributed via nine hosts or gateways and 1987 saw the conclusion of the first contract with a host for SCAD.

The new Sesame base is already operating commercially via the hosts Datacentralen and ECHO (videotex version).

As in the past, the Statistical Office's bases continue to be distributed exclusively via national hosts. The data in these bases are also available commercially on magnetic tape and via the datashop. The success of this latter outlet has been quite impressive.

Finally, in 1987 the Office, together with the author departments, studied the possibility of distributing certain data in the form of derived products, i. e. diskettes containing Eurostatus, a sub-product of the Statistical Office's Cronos base, and CD-ROMs containing the Celex base.

### 2.4.4. Royalties

Reproduction licences granted in connection with copyright brought in BFR 781 284.

**Table 6: General overview of subscription trends**

Publications	1987	1986	Change (in %)
Official Journal			
L + C Series (paper)	11 482	11 362	+ 1.05
S Series (paper)	5 271	4 854	+ 8.59
L + C Series (microfiche)	658	579	+ 13.64
Publications other than the OJ	21 099	19 874	+ 6.16
Documents	2 716	2 653	+ 2.37
<b>Total</b>	<b>41 266</b>	<b>39 322</b>	

**Table 7: Trends in subscriptions to the Official Journal**  
L + C and S Series  
L + C Series — microfiche

Language	L + C Series paper		S Series paper		L + C Series microfiche	
	1986	1987	1986	1987	1986	1987
ES	1 932	2 027	350	372	53	60
DA	394	375	178	187	37	41
DE	1 398	1 374	599	604	75	93
GR	261	237	70	56	2	4
EN	1 775	1 768	1 933	2 131	193	204
FR	2 299	2 345	535	672	125	140
IT	1 840	1 869	636	676	29	37
NL	937	948	484	475	56	64
PT	526	537	69	98	9	15
<b>Total</b>	<b>11 362</b>	<b>11 480</b>	<b>4 854</b>	<b>5 271</b>	<b>579</b>	<b>658</b>

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

Titles	1986	1987	Change (in %)
<b>Parliament</b>			
Debates (paper edition)	410	408	- 0.49
Debates (microfiche edition)	41	51	+ 23.39
Verbatim reports of EP proceedings (microfiche)	9	7	- 22.23
Texts adopted by the EP (paper)	50	65	+ 30.00
Texts adopted by the EP (microfiche)	9	5	- 45.45
<b>Total</b>	<b>519</b>	<b>536</b>	<b>+ 3.27</b>
<b>Commission</b>			
Bulletin and Supplements	4 382	4 199	- 4.18
Social Europe	223	244	+ 9.41
Social Europe - Supplements	463	465	+ 0.43
Economic surveys	260	247	- 5.00
Terminology bulletin	300	377	- 7.67
Information bulletin on vocational training	2 121	3 317	+ 56.38
European Economy + Supplements A + B	2 063	2 346	+13.71
Energy in Europe	693	732	+ 5.62
Erasmus newsletter	368	341	- 7.34
Euro-abstracts	264	264	-
Industrial short-term trends	306	303	- 0.99
Energy - monthly statistics	717	739	+ 3.06
Bulletin of energy prices	341	327	- 4.11
Quarterly iron and steel bulletin	359	340	- 5.30
Monthly iron and steel bulletin	313	309	- 1.28
Monthly bulletin of external trade statistics	505	492	- 2.58
Eurostatistics	1 117	1 113	- 0.36
Agricultural statistics	562	566	+ 0.71
Miscellaneous publications	2 033	1 858	- 8.61
<b>Total</b>	<b>17 390</b>	<b>18 479</b>	<b>+ 6.26</b>
<b>Court of Justice</b>			
Report of Cases before the Court	1 757	1 855	+ 5.57
<b>Economic and Social Committee</b>			
Bulletin	208	229	+ 10.09
<b>Grand total</b>	<b>19 874</b>	<b>21 099</b>	<b>+ 6.16</b>

Table 9: Trends in document subscriptions

Titles	1986	1987	Change (in %)
<b>Parliament</b>			
Reports			
combined subscriptions	52	51	- 1.93
selective <sup>1</sup> subscriptions	620	647	+ 4.35
microfiche <sup>1</sup> subscriptions	84	86	+ 2.38
<b>Total</b>	<b>756</b>	<b>784</b>	<b>+ 3.70</b>
<b>Commission</b>			
COM documents			
combined subscriptions	65	73	+ 12.30
selective <sup>1</sup> subscriptions	947	952	+ 0.52
microfiche <sup>1</sup> subscriptions	133	135	+ 1.50
<b>Total</b>	<b>1 145</b>	<b>1 160</b>	<b>+ 1.31</b>
<b>Economic and Social Committee</b>			
Opinions			
combined subscriptions	53	49	- 7.55
selective <sup>1</sup> subscriptions	610	633	+ 3.77
microfiche <sup>1</sup> subscriptions	89	90	+ 1.12
<b>Total</b>	<b>752</b>	<b>772</b>	<b>+ 2.65</b>
<b>Grand total</b>	<b>2 653</b>	<b>2 716</b>	<b>+ 2.37</b>

<sup>1</sup> These figures include interinstitutional subscriptions.



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### **3. Activities of the internal services of the Publications Office**

**3.1. Accounts office**

**3.2. Administrative and technical services**

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical tools employed.

3. The third part of the document presents the results of the study, showing the trends and patterns observed in the data. It includes several tables and graphs to illustrate the findings.



## 3.1. Accounts office

### 3.1.1. Budget accounting (Tables 10, 11, 12)

Total budgetary expenditure was ECU 25 414 486.91 as against ECU 23 511 831.96 in 1986, an increase of 8.09 %.

Expenditure on staff (Title 1) was ECU 14 977 314.22 as against ECU 13 487 217.85 in 1986, an increase of 11.05 %.

Operating expenditure (Titles 2 and 3) amounted to ECU 10 437 172.69 as against ECU 10 024 614.11 in 1986, an increase of 4.12 %.

Investment expenditure was ECU 1 676 615.07 as against ECU 1 461 574.09 in 1986.

Postage and delivery charges amounted to ECU 4 245 808.18 as against ECU 4 391 692.61 in 1986. They account for 40.94 % of all expenditure under Title 2.

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

- 99.29 % for Title 1;
- 99.74 % for Titles 2 and 3.

Table 10 shows the trends in Office expenditure from 1986 to 1987 and gives a breakdown of budget expenditure in 1987.

Table 11 gives a breakdown of Office expenditure in 1987 by department.

Table 12 shows the real cost of the services performed and the value of the invoices relating to the services provided by each department.

### 3.1.2. Commercial accounting — operating results

#### (a) Balance sheet at 31 December 1987 (Table 13)

##### Assets

The available financial resources amounted to ECU 4 028 020.16, including ECU 3 790 344.76 in bank time deposits. The amount under 'clients' was ECU 1 859 409.83, a reduction of 32 % over 1986. This amount, which is still too large, accounts for 32 % of the net amount invoiced in 1987.

##### Liabilities

Prepayments into suspense accounts amounted to ECU 23 512.62. Advance and part payments into client accounts come to ECU 726 257.65.

At 31 December 1987 the final amount of net sales revenue received and payable to the institutions was ECU 3 273 077.61.

#### (b) Profit and loss account at 31 December 1987 (Table 14)

The debit side of this account shows that general overheads totalled ECU 2 415 676.92, i. e. 22 % of gross turnover in 1987 (21 % in 1986 and 26 % in 1985). The amount under 'insolvent debtors' decreased and amounts at present to ECU 6 749.38 for 1987 as opposed to ECU 11 826.84 for 1986 (it should be noted here that

the bankruptcy of just one customer accounts for ECU 5 123.90 of this). In 1987 gross sales grew by 31 % over 1986 to ECU 8 075 275.54.

**3.1.3. Breakdown of sales revenue (Table 15)**

**(a) General comments**

Net sales revenue for 1987 amounted to ECU 6 665 689.73 for the institutions, a 39 % increase over 1986, and breaks down as follows:

	<i>ECU</i>
Net amount for invoices drawn up in 1987	5 859 601.73
Net amount for invoices payable:	
at 1.1.1987	2 733 766.08
at 31.12.1987	- 1 859 409.83
Total sales revenue received at 31.12.1987	6 733 957.98
Expenses	- 173 274.91
Miscellaneous expenses	105 006.66
	<hr/>
Total net sales revenue in 1987	6 665 689.73

**(b) By type of publication**

Invoices drawn up in 1987 break down as follows:

	<i>ECU</i>
Irregular publications	968 587.84
Official Journal (L + C, S)	3 366 287.87
Other periodicals	1 054 847.58
Electronic (including microfiche)	409 418.34
Miscellaneous (and other invoiced postage costs)	60 460.10
	<hr/>
Total	5 859 601.73

The total sales revenue received at 31.12.1987 breaks down as follows:

	<i>ECU</i>
Irregular publications	1 009 447.19
Official Journal (L + C, S)	4 322 774.51
Other periodicals	1 012 201.17
Electronic and microfiche	340 492.79
Miscellaneous (and other invoiced postage costs)	49 042.31
	<hr/>
Total	6 733 957.97

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**(c) Application of Article 240**

The Publications Office had to make use of its right to retain a sum of ECU 2 million from sales revenue, corresponding to the postage costs charged to subscribers. Moreover, for the period under review the Management Committee introduced a special levy of ECU 315 381.73 raised on the sales revenue, in order to take account of increased postal rates.

Table 10: Budget expenditure in 1987

Item/ Article/ Chapter	Heading	Appropriations 1987			Expenditure 1987			1986
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1987	Amounts c/f	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
1100	Basic salaries	9 095 973	502 000	9 597 973	9 597 902.80	0.00	9 597 902.80	8 463 452.87
1101	Family allowances	1 057 000	-9 000	1 048 000	1 045 967.30	0.00	1 045 967.30	881 671.11
1102	Expatriation and foreign residence allowances	1 099 000	93 500	1 192 500	1 191 776.55	0.00	1 191 776.55	1 031 412.28
1103	Secretarial allowance	81 600	2 000	83 600	83 175.99	0.00	83 175.99	76 282.99
110	Total Article 110	11 333 573	588 500	11 922 073	11 918 822.64	0.00	11 918 822.64	10 452 819.25
1110	Auxiliary staff	43 700	14 500	58 200	57 179.02	0.00	57 179.02	56 585.86
1112	Local staff	530 800	-130 000	400 800	389 400.20	0.00	389 440.20	566 085.66
111	Total Article 111	574 500	-115 500	459 000	446 619.22	0.00	446 619.22	622 671.52
112	Further training for staff	41 700	-5 000	36 700	12 028.09	22 702.20	34 730.29	22 921.45
1130	Insurance against sickness	256 600	4 000	260 600	260 133.96	0.00	260 133.96	229 078.70
1131	Insurance against accidents	72 700	-7 500	65 200	64 549.96	0.00	64 549.96	56 812.01
1132	Unemployment insurance for TS	4 000	-3 500	500	283.86	0.00	283.86	
113	Total Article 113	333 300	-7 000	326 300	324 967.78	0.00	324 967.78	285 890.71
1140	Birth grants	3 800	0	3 800	933.76	0.00	933.76	2 205.99
1141	Annual leave travel expenses	131 000	50 000	181 000	178 196.23	0.00	178 196.23	127 630.34
1144	Fixed local travel allowances	900	0	900	836.74	0.00	836.74	821.41
1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	30 000	-27 000	3 000	1 181.18	0.00	1 181.18	5 466.87
114	Total Article 114	165 700	23 000	188 700	181 147.91	0.00	181 147.91	136 124.61
115	Overtime	83 300	5 000	88 300	77 466.90	0.00	77 446.90	105 343.75
1174	Freelance proof-readers	1 008 300	200 000	1 208 300	1 064 227.36	144 072.64	1 208 300.00	1 323 500.00
1175	Other services and work sent out for translation and typing	25 000	61 000	86 000	67 860.56	18 139.44	86 000.00	38 000.00
117	Total Article 117	1 033 300	261 000	1 294 300	1 132 087.92	162 212.08	1 294 300.00	1 361 500.00
1181	Travel expenses	6 000	3 500	9 500	6 421.69	3 078.31	9 500.00	12 000.00
1182	Installation allowances	54 500	60 000	114 500	109 298.85	5 201.15	114 500.00	75 800.00
1183	Removal expenses	23 000	40 000	63 000	48 173.02	9 262.82	57 435.84	24 866.60
1184	Temporary daily subsistence allowances	78 500	22 000	100 500	94 556.24	5 943.76	100 500.00	106 000.00
118	Total Article 118	162 000	125 500	287 500	258 449.80	23 486.04	281 935.84	218 666.60

Table 10 (continued): Budget expenditure in 1987

Item/ Article/ Chapter	Heading	Appropriations 1987			Expenditure 1987			1986
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1987	Amounts c/f	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
1191	Provisional appropriations	237 000	-174 000	63 000	0.00	0.00	0.00	0.00
11	Total Chapter 11	13 964 373	701 500	14 665 873	14 351 570.26	208 400.32	14 559 970.58	13 205 937.89
1291	Provisional appropriations	800	0	800	0.00	0.00	0.00	0.00
12	Total Chapter 12	800	0	800	0.00	0.00	0.00	0.00
1301	Mission expenses	85 000	66 000	151 000	122 907.40	28 092.60	151 000.00	110 000.00
1302	Mission expenses Strasbourg/Brussels	95 000	-6 000	89 000	59 981.20	29 018.80	89 000.00	73 000.00
130	Total Article 130	180 000	60 000	240 000	182 888.60	57 111.40	240 000.00	183 000.00
13	Total Chapter 13	180 000	60 000	240 000	182 888.60	57 111.40	240 000.00	183 000.00
1400	Running costs of restaurants/canteens	5 200	0	5 200	1 408.34	3 773.72	5 182.06	9 679.96
1401	Routine conversion/replacement of restaurant/ canteen equipment	1 200	0	1 200	0.00	1 136.58	1 136.58	0.00
14	Total Chapter 14	6 400	0	6 400	1 408.34	4 910.30	6 318.64	9 679.96
161	Social contacts between staff	5 350	500	5 850	5 511.74	338.26	5 850.00	6 650.00
162	Other welfare expenditure	16 500	-2 000	14 500	14 417.05	82.95	14 500.00	13 400.00
1630	Rent and service charges for the Early Childhood Centre	149 175	0	149 175	130 885.16	18 289.84	149 175.00	67 050.00
1631	Operating costs	0	0	0	0.00	0.00	0.00	0.00
163	Total Article 163	149 175	0	149 175	130 885.16	18 289.84	149 175.00	67 050.00
16	Total Chapter 16	171 025	-1 500	169 525	150 813.95	18 711.05	169 525.00	87 100.00
1701	Entertainment and representation expenses for staff	1 500	0	1 500	538.55	961.45	1 500.00	1 500.00
17	Total Chapter 17	1 500	0	1 500	538.55	961.45	1 500.00	1 500.00
	Total Title 1	14 324 098	760 000	15 084 098	14 687 219.70	290 094.52	14 977 314.22	13 487 217.85

Table 10 (continued): Budget expenditure in 1987

Item/ Article/ Chapter	Heading	Appropriations 1987			Expenditure 1987			1986
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1987	Amounts c/l	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
200	Rent	2 094 000	- 10 000	2 084 000	2 074 577.70	0.00	2 074 577.70	1 966 053.24
201	Insurance	10 000	0	10 000	8 432.49	1 567.51	10 000.00	8 107.23
202	Water, gas, electricity and heating	470 000	- 120 000	350 000	237 979.10	111 884.29	349 863.39	397 402.79
203	Cleaning and maintenance	456 200	- 178 500	277 700	183 437.97	93 089.56	276 527.53	208 518.97
204	Fitting-out of premises	9 000	48 000	57 000	4 025.93	52 792.94	56 818.87	43 844.31
205	Security and surveillance of buildings	140 000	15 000	155 000	133 821.61	21 154.14	154 975.75	147 247.96
208	Other preliminary expenditure	0	0	0	0.00	0.00	0.00	0.00
209	Other expenditure on buildings	7 000	0	7 000	1 096.53	5 865.07	6 961.60	6 727.17
20	Total Chapter 20	3 186 200	- 245 500	2 940 700	2 643 371.33	286 353.51	2 929 724.84	2 777 901.67
210	Computer centre operations	780 000	315 000	1 095 000	854 254.05	240 683.49	1 094 937.54	900 028.63
213	Computer operations handled outside p.m.		0	0	0.00	0.00	0.00	7 347.79
214	Analysis/programming, etc. handled outside	427 400	- 195 000	232 400	77 405.96	154 766.50	232 172.46	386 620.42
21	Total Chapter 21	1 207 400	120 000	1 327 400	931 660.01	395 449.99	1 327 110.00	1 293 996.84
2200	New purchases of technical equipment	32 000	155 000	187 000	29 367.46	154 383.91	183 751.37	15 659.45
2201	Replacement of technical equipment	94 600	- 75 000	19 600	197.81	18 908.58	19 106.39	61 375.27
2202	Hire of technical equipment	123 300	- 20 000	103 300	90 507.11	12 551.16	103 058.27	95 675.13
2203	Maintenance of technical equipment	127 500	42 000	169 500	132 144.88	37 062.28	169 207.16	123 426.62
2204	Electronic office equipment	20 000	10 000	30 000	23 659.87	5 329.92	28 989.79	21 600.00
220	Total Article 220	397 400	112 000	509 400	275 877.13	228 235.85	504 112.98	317 736.47
2210	New purchases of furniture	43 700	49 000	92 700	24 390.26	68 160.31	92 550.57	79 922.54
2211	Replacement of furniture	3 600	0	3 600	1 765.60	895.42	2 661.02	3 518.23
2213	Maintenance of furniture	900	0	900	0.00	0.00	0.00	782.75
221	Total Article 221	48 200	49 000	97 200	26 155.86	69 055.73	95 211.59	84 223.52
2231	Replacement of vehicles	0	52 000	52 000	12 085.72	39 350.00	51 435.72	7 101.76
2233	Maintenance of vehicles	17 000	7 000	24 000	16 013.42	7 081.78	23 095.20	15 468.13
223	Total Article 223	17 000	59 000	76 000	28 099.14	46 431.78	74 530.92	22 569.89

Table 10 (continued): Budget expenditure in 1987

Item/ Article/ Chapter	Heading	Appropriations 1987			Expenditure 1987			1986
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1987	Amounts c/f	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
2250	Library funds, books	1 300	1 500	2 800	1 583.90	1 216.10	2 800.00	1 800.00
2252	Subscriptions to newspapers/periodicals	1 800	-100	1 700	1 234.93	465.07	1 700.00	1 800.00
2253	Subscriptions to news agencies	300	100	400	372.55	0.00	372.55	346.31
2254	Binding/upkeep of books	800	0	800	0.00	0.00	0.00	1 361.08
2255	Subscriptions to view-data services	0	0	0	0.00	0.00	0.00	0.00
225	Total Article 225	4 200	1 500	5 700	3 191.38	1 681.17	4 872.55	5 307.39
22	Total Chapter 22	466 800	221 500	688 300	333 623.51	345 404.53	678 728.04	429 837.27
230	Stationery/office supplies	874 300	108 000	982 300	805 891.77	176 092.31	981 984.08	931 756.46
234	Damages	0	200	200	107.74	92.26	200.00	0.00
2350	Miscellaneous insurance	0	0	0	0.00	0.00	0.00	0.00
2351	Uniforms and working clothes	5 600	11 700	17 300	533.71	14 514.60	15 048.31	10 257.88
2352	Miscellaneous expenditure on internal meetings	1 200	0	1 200	1 144.94	55.06	1 200.00	1 600.00
2353	Departmental removals and associated handling	11 800	0	11 800	3 604.60	8 195.40	11 800.00	11 800.00
2359	Other operating expenditure	200	100	300	237.10	0.00	237.10	250.00
235	Total Article 235	18 800	11 800	30 600	5 520.35	22 765.06	28 285.41	23 907.88
23	Total Chapter 23	893 100	120 000	1 013 100	811 519.86	198 949.63	1 010 469.49	955 664.34
240	Postage and delivery charges	5 282 600	-1 036 000	4 246 600	3 686 507.45	559 300.73	4 245 808.18	4 391 692.61
241	Telephone, telegraph, telex, etc.	105 000	50 000	155 000	127 325.29	27 654.59	154 979.88	123 012.82
24	Total Chapter 24	5 387 600	-986 000	4 401 600	3 813 832.74	586 955.32	4 400 788.06	4 514 705.43
250	Meetings in general	25 000	0	25 000	22 275.95	724.05	23 000.00	8 661.35
25	Total Chapter 25	25 000	0	25 000	22 275.95	724.05	23 000.00	8 661.35
	Total Title 2	11 166 100	-770 000	10 396 100	8 555 983.40	1 813 837.03	10 369 820.43	9 980 766.90
3412	Expenditure on publicity and promotion of publications	58 200	10 000	68 200	46 624.80	20 727.46	67 352.26	43 847.21
34	Total Chapter 34	58 200	10 000	68 200	46 624.80	20 727.46	67 352.26	43 847.21
	Total Title 3	58 200	10 000	68 200	46 624.80	20 727.46	67 352.26	43 847.21

88 Table 10 (continued): Budget expenditure in 1987

Item/ Article/ Chapter	Heading	Appropriations 1987			Expenditure 1987			1986
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1987	Amounts c/l	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
	Total Title 1	14 324 098	760 000	15 084 098	14 687 219.70	290 094.52	14 977 314.22	13 487 217.85
	Total Title 2	11 166 100	-770 000	10 396 100	8 555 983.40	1 813 837.03	10 369 820.43	9 980 766.90
	Total Title 3	58 200	10 000	68 200	46 624.80	20 727.46	67 352.26	43 847.21
	<b>Grand total</b>	<b>25 548 398</b>	<b>0</b>	<b>25 548 398</b>	<b>23 289 827.90</b>	<b>2 124 659.01</b>	<b>25 414 486.91</b>	<b>23 511 831.96</b>



Table 11: Expenditure in 1987, by department

Item	Heading	Management and secretariat	OP1 - Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounts	Total
			Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General Services	Dispatching	Micrography				
1100	Basic salaries	410 984	227 601	765 727	131 897	344 872	130 119	1 149 560	485 971	503 501	157 419	2 183 558	2 031 405	1 075 288	9 597 982
1101	Family allowances	31 209	31 302	101 298	14 591	17 608	27 672	160 884	45 852	60 244	30 164	219 136	204 487	101 521	1 045 968
1102	Expatriation and foreign residence allowances	35 544	26 492	82 369	23 498	52 161	10 564	107 789	24 607	32 041	14 519	348 872	287 605	145 717	1 191 778
1103	Secretariat allowances	4 602	3 317	12 767	1 251	1 632	3 680	9 915	1 873	2 501	0	8 576	7 069	25 993	83 176
1110	Auxiliary staff	1 716		6					20 932				7 933	26 592	57 179
1112	Local staff							123 524	36 307	225 855	275		3 479		389 440
1120	Further training for staff	8 920	1 185	3 041	839	235	6 676	10 086				1 378	1 948	423	34 731
1130	Insurance against sickness	11 184	6 143	21 064	3 560	9 309	3 513	30 712	13 115	13 590	4 249	59 037	55 602	29 056	260 134
1131	Insurance against accidents	2 776	1 525	5 217	884	2 310	872	7 622	3 254	3 372	1 054	14 652	13 801	7 211	64 550
1132	Unemployment insurance for temporary staff											196	87		283
1140	Birth and death grants		233										233		932
1141	Annual leave travel expenses	1 419	2 746	2 863	986	9 568	570	18 243	6 668	10 630	3 894	56 174	50 032	14 413	178 198
1144	Fixed local travel allowances	837													837
1147	Various allowances								1 181						1 181
1150	Overtime						2 241	12 639	30 913	23 592	3 738	4 325			77 448
1174	Freelance proof-readers					94 266						676 969	437 065		1 208 300
1175	Other services and work sent out for translation and typing	24 961		18 930				9 369	14 715					18 024	85 999
1181	Travel expenses			528	1 590	447			307			2 474	1 080	3 073	9 499
1182	Installation allowances					7 457						57 039	42 049	7 956	114 501
1183	Removal expenses					5 664				1 531		26 037	17 772	6 431	57 435
1184	Temporary daily subsistence allowance			1 511	4 388	9 330			2 012			40 393	27 092	15 774	100 500
1301	Mission expenses	5 544	4 981	3 126	3 069	1 438	4 785	8 816	7 784	85		19 446	58 797	33 129	151 000
1302	Missions Brussels/Strasbourg	8 262	3 209	865	140	1 336		499	5 502	1 486	701	4 934	52 676	9 391	89 001
1701	Entertainment/representation expenses for staff		732			238		122						408	1 500
	Subtotal	547 968	309 466	1 019 312	186 693	557 863	190 692	1 649 780	700 993	878 661	216 013	3 723 196	3 300 212	1 520 633	14 801 472
1400	Running costs of restaurant/canteen	192	108	357	65	195	67	578	245	308	76	1 303	1 155	532	5 182
1401	Restaurant/canteen equipment conversion/replacement	42	24	78	14	43	15	127	54	67	17	286	254	117	1 137
1610	Social contacts between staff	217	122	403	74	220	75	652	277	347	85	1 472	1 304	601	5 850
1620	Other welfare expenditure	537	303	999	183	547	187	1 616	687	861	212	3 647	3 233	1 490	14 500
1630	Early Childhood Centre	5 523	3 119	10 273	1 882	5 622	1 922	16 627	7 065	8 855	2 177	37 524	33 261	15 326	149 175
	Total Title 1	554 468	313 147	1 031 422	188 911	564 491	192 957	1 669 380	709 321	889 100	218 579	3 767 427	3 339 419	1 538 698	14 977 315
200	Rent	76 802	43 376	142 867	26 167	78 190	26 727	231 234	98 251	123 153	30 276	521 844	462 559	213 132	2 074 578
201	Insurance	370	209	689	126	377	129	1 115	474	594	146	2 515	2 230	1 027	10 000
202	Water, gas, electricity, heating	12 952	7 315	24 094	4 413	13 186	4 507	38 996	16 569	20 769	5 106	88 005	78 007	35 943	349 863
203	Cleaning and maintenance	10 237	5 782	19 043	3 488	10 422	3 563	30 822	13 096	16 415	4 036	69 558	61 656	28 409	276 527
204	Fitting-out of premises	2 103	1 188	3 913	717	2 141	732	6 333	2 691	3 373	829	14 292	12 669	5 837	56 819
205	Security and surveillance	5 737	3 240	10 673	1 955	5 841	1 997	17 274	7 340	9 200	2 262	38 983	34 554	15 921	154 976
208	Other preliminary building expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
209	Other expenditure on buildings	258	146	479	88	262	90	776	330	413	102	1 751	1 552	715	6 962
	Total Chapter 20	108 460	61 254	201 757	36 953	110 420	37 745	326 549	138 751	173 918	42 756	736 950	653 226	300 986	2 929 725

8 Table 11 (continued): Expenditure in 1987, by department

Item	Heading	Management and secretariat	OP1 — Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounts	Total	
			Staff	Contract mgmt	Project mgmt	Documentary aids	Computer centre	Workshops	General Services	Dispatching	Micrography					
210	Computer centre operations						1 094 938									1 094 938
213	Outside computer operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
214	Outside analysis/programming	8 595	4 854	15 989	2 928	8 750	2 991	25 878	10 996	13 782	3 388	58 401	51 766	23 852	232 172	
	Total Chapter 21	8 595	4 854	15 989	2 928	8 750	1 097 929	25 878	10 996	13 782	3 388	58 401	51 766	23 852	1 327 110	
2200	New purchases of technical equipment and installations	6 803	3 842	12 654	2 318	6 926	2 367	20 481	8 702	10 908	2 682	46 221	40 970	18 878	183 752	
2201	Replacement	707	399	1 316	241	720	246	2 130	905	1 134	279	4 806	4 260	1 963	19 107	
2202	Hire	3 815	2 155	7 097	1 300	3 884	1 328	11 487	4 881	6 118	1 504	25 923	22 978	10 588	103 058	
2203	Maintenance	6 264	3 538	11 653	2 134	6 377	2 180	18 860	8 014	10 045	2 469	42 563	37 727	17 384	169 207	
2204	Electronic office equipment	1 073	606	1 996	366	1 093	373	3 231	1 373	1 721	423	7 292	6 464	2 978	28 989	
	Total Article 220	18 663	10 540	34 716	6 358	19 000	6 495	56 189	23 875	29 926	7 357	126 806	112 400	51 790	504 113	
2210	New purchases of furniture	3 426	1 935	6 374	1 167	3 488	1 192	10 316	4 383	5 494	1 351	23 280	20 636	9 508	92 551	
2211	Replacement	99	56	183	34	100	34	297	126	158	39	669	593	273	2 661	
2213	Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Article 221	3 525	1 991	6 557	1 201	3 589	1 227	10 612	4 509	5 652	1 390	23 950	21 229	9 782	95 212	
2231	Replacement of vehicles	1 904	1 075	3 542	649	1 939	663	5 733	2 436	3 053	751	12 938	11 468	5 284	51 436	
2233	Maintenance	855	483	1 590	291	870	298	2 574	1 094	1 371	337	5 809	5 149	2 373	23 095	
	Total Article 223	2 759	1 558	5 133	940	2 809	960	8 307	3 530	4 424	1 088	18 748	16 618	7 657	74 531	
2250	Library books	104	59	193	35	106	36	312	133	166	41	704	624	288	2 800	
2252	Subscriptions to newspapers and periodicals	63	36	117	21	64	22	189	81	101	25	428	379	175	1 700	
2253	Subscriptions to news agencies	14	8	26	5	14	5	42	18	22	5	94	83	38	373	
2254	Binding and upkeep of books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2255	Subscriptions to view-data services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Article 225	180	102	336	61	184	63	543	231	289	71	1 226	1 087	501	4 873	
	Total Chapter 22	25 127	14 191	46 741	8 561	25 581	8 744	75 651	32 144	40 291	9 905	170 729	151 333	69 729	678 729	
230	Stationery and office supplies	629	1 250	4 054	4 014	750	12 558	655 609	173 692	101 939	150	974	21 578	4 787	981 984	
234	Damages	7	4	14	3	8	3	22	9	12	3	50	45	21	200	
2350	Miscellaneous insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2351	Uniforms and working clothes	557	315	1 036	190	567	194	1 677	713	893	220	3 785	3 355	1 546	15 048	
2352	Miscellaneous expenditure on internal meetings	44	25	83	15	45	15	134	57	71	18	302	268	123	1 200	
2353	Departmental removals and associated handling	437	247	813	149	445	152	1 315	559	700	172	2 968	2 631	1 212	11 800	
2359	Other operating expenditure	9	5	16	3	9	3	26	11	14	3	60	53	24	237	
	Total Article 235	1 047	591	1 948	357	1 066	364	3 153	1 340	1 679	413	7 115	6 307	2 906	28 285	
	Total Chapter 23	1 684	1 846	6 016	4 373	1 824	12 925	658 784	175 041	103 630	566	8 139	27 929	7 713	1 010 469	

Table 11 (continued): Expenditure in 1987, by department

Item	Heading	Management and secretariat	OP1 – Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounts	Total
			Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General Services	Dispatching	Micrography				
240	Postage and delivery charges	0	0	0	0	0	0	0	0	4 245 808	0	0	0	0	4 245 808
241	Telephone, telegraph, telex, television	5 737	3 240	10 673	1 955	5 841	1 997	17 274	7 340	9 200	2 262	38 984	34 555	15 922	154 979
	Total Chapter 24	5 737	3 240	10 673	1 955	5 841	1 997	17 274	7 340	4 255 008	2 262	38 984	34 555	15 922	4 400 787
250	Meetings in general	851	481	1 584	290	867	296	2 564	1 089	1 365	336	5 785	5 128	2 363	23 000
	Total Chapter 25	851	481	1 584	290	867	296	2 564	1 089	1 365	336	5 785	5 128	2 363	23 000
	Total Title 2	150 454	85 866	282 759	55 061	153 284	1 159 636	1 106 700	365 361	4 587 995	59 213	1 018 988	923 938	420 566	10 369 820
3412	Expenditure on publicity and promotion of publications													67 352	67 352
	Total Title 3													67 352	67 352
	Grand total	704 922	399 008	1 314 181	243 971	717 774	1 352 593	2 776 079	1 074 782	5 477 094	277 793	4 786 415	4 263 357	2 026 616	25 414 487

Table 12: Cost of services and pro forma invoicing

(in ECU)

	Management and secretariat	OP1 – Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounts	Total
		Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General Services	Dispatching	Micrography				
Cost of services	784 922	399 008	1 314 181	243 971	717 774	1 352 593	2 776 879	1 874 682	5 477 894	277 793	4 786 415	4 263 357	2 026 616	25 414 487
Invoicing of services					1 347 428		2 928 582			343 151	11 021 220	9 774 106		25 414 487

Table 13: Balance at 31 December 1987

Assets				Liabilities			
Heading	1987		1986	Heading	1987		1986
	in BFR	ECU <sup>1</sup>	ECU <sup>2</sup>		BFR	ECU <sup>1</sup>	ECU <sup>2</sup>
Current assets				Short-term liabilities			
Clients	80 240 786	1 859 409.83	2 728 795.88	Prepayments and part payments			
Sundry debtors	—	—	93.75	Suspense accounts	31 340 850	726 257.65	105 258.91
Banks				Accrued liabilities		5 172.28	5 133.99
Bookshop account	1 077	24.96	178.75	Income owed payable to the institutions 31.12.1987	—		
Current accounts				Subtotal	112 596 297	2 614 352.38	2 843 459.74
BIL	3 279 610	75 998.00	616 745.32	Sales proceeds payable to the institutions			
CCP	679 604	15 748.38	11 425.04		141 246 064	3 273 077.61	1 904 223.70
Citibank	—	—	—				
Sogenal	6 073 125	140 731.78	30 124.93				
NGB, Athens <sup>3</sup>	—	5 172.28	5 133.99				
Time deposits							
BIL (BFR)	79 558 159	1 843 591.40	614 707.50				
Sogenal (BFR)	84 010 000	1 946 753.36	465 621.93				
Sogenal (ECU)	—	—	274 856 35				
<b>Total</b>	<b>253 842 361</b>	<b>5 887 429.99</b>	<b>4 747 683.44</b>	<b>Total</b>	<b>253 842 361</b>	<b>5 887 429.99</b>	<b>4 747 683.44</b>

<sup>1</sup> The conversion rates used are BFR 43.1539 and DR 164.483

<sup>2</sup> The conversion rates used are BFR 43.2325 and DR 148.526.

<sup>3</sup> NGB account balances at 31.12.1987 : DR 850 752 and at 31.12.1986 : DR 762 531.

Table 14: Profit and loss account at 31 December 1987

Debit				Credit			
Heading	1987		1986	Heading	1987		1986
	BFR	ECU <sup>1</sup>	ECU <sup>2</sup>		BFR	ECU <sup>1</sup>	ECU <sup>2</sup>
Rebates	96 768 392	2 242 402.01	1 784 463.54	Revenue receivable at 31.12.1987 for the account of the institutions	117 972 668	2 733 766.08	3 144 976.26
Bank charges	9 100	210.87	141.51				
Insolvent debtors	291 262	6 749.38	11 826.84				
Interest paid	8 468	196.23	—				
Exchange losses	6 887 758	159 609.17	205 118.95	Gross sales revenue	348 498 091	8 075 703.27	6 168 195.54
Miscellaneous expenditure	280 900	6 509.26	690.29	Interest received	4 394 334	101 829.36	171 321.74
Income owed payable to the institutions at 31.12.1987	80 240 786	1 859 409.83	2 728 795.89	Miscellaneous revenue	137 113	3 177.30	2 883.11
				Invoiced sales costs	1 134 968	26 300.47	22 672.80
Sales proceeds payable to the institutions	287 650 508	6 665 689.73	4 779 012.43				
<b>Total</b>	<b>472 137 174</b>	<b>10 940 776.48</b>	<b>9 510 049.45</b>	<b>Total</b>	<b>472 137 174</b>	<b>10 940 776.47</b>	<b>9 510 049.45</b>

<sup>1</sup> The conversion rates used are BFR 43.1539 and DR 164.483.

<sup>2</sup> The conversion rates used are BFR 43.2325 and DR 148.526.

Table 15: Breakdown of net sales revenue by institution for 1987

Institutions	Net sales revenue broken down at			Total net sales revenue payable	
	31.3.1987	30.6.1987	31.12.1987	BFR	ECU <sup>1</sup>
		BFR			
Parliament	213 994	81 449	176 952	472 395	
Postage costs (Terminology)	1 559	5 665	8 374	15 598	
Periodicals	1 479 032	978 514	1 479 766	3 937 312	
Official Journal	10 547 305	2 657 490	15 223 157	28 427 952	
Treaties	18 371	9 721	14 220	42 312	
				32 895 569	762 284.96
Council					
Publications	352 062	121 175	373 293	846 530	
Official Journal	9 344 563	4 772 341	19 802 199	33 919 103	
Treaties	18 375	9 722	14 221	42 318	
Secondary legislation	3 411 667	3 104 066	93 281	6 609 014	
				41 416 965	959 750.22
Commission					
Publications	12 243 027	4 217 643	11 660 937	28 121 607	
Periodicals	12 129 970	2 539 129	20 577 320	35 246 419	
Microfiche	119 348	509 686	2 609 560	3 238 594	
Official Journal	37 119 532	10 682 034	68 502 212	116 303 778	
Treaties	49 259	26 049	38 122	113 430	
Secondary legislation	1 837 050	1 671 421	50 228	3 558 699	
Databanks	2 910 196	2 281 963	6 113 878	11 306 037	
Postage costs	1 264 412	72 303	661 251	1 997 966	
Reproduction	18 539	19 599	43 209	81 347	
				199 967 877	4 633 830.94
Court of Justice					
Publications	250 362	805 804	579 030	1 635 196	
Periodicals	902 700	-8 891	1 220 866	2 114 675	
Official Journal	577 104	132 185	1 188 379	1 897 668	
Treaties	1 430	755	1 108	3 293	
				5 650 832	130 946.03
Economic and Social Committee					
Publications	54 252	12 655	33 392	100 299	
Periodicals	427 568	333 670	293 200	1 054 438	
Joint publications	-3 581	4 750	41 598	42 767	
Official Journal	531 063	88 429	1 460 983	2 080 475	
Treaties	895	472	691	2 058	
				3 280 037	76 007.89
Court of Auditors					
Official Journal	533 452	95 542	1 395 439	2 024 433	
Treaties	893	472	690	2 055	
				2 026 488	46 959.56
Cedefop					
Publications	500 630	96 247	447 945	1 044 822	
Periodicals	266 044	-999	619 711	884 756	
				1 929 578	44 713.87
European Foundation					
Publications	89 477	217 529	154 889	461 895	
				461 895	10 703.44
Florence University					
Publications	-	-	21 267	21 267	
				21 267	492.82
Total	97 210 550	35 538 590	154 901 368	287 650 508	6 665 689.73

<sup>1</sup> The conversion rates used are BFR 43.1539 = ECU 1.

## 3.2. Administrative and technical services

### 3.2.1. Workshops

During the first half of 1987 the Office workshops were equipped with a new composition system connected to keyboarding and page make-up terminals in order to keep up with technological developments.

In addition, development of the diskette transcoding system continued, thus making it possible to produce more transcoded pages. Furthermore, a growing number of publications were produced from magnetic media.

This explains the increase in the total number of photocomposed pages despite the time spent on training staff to use the above system.

#### (a) Production

Productivity increased in all sections except photography, where numerous reprints were requested (films already existing or supplied from outside). These reprints reflect the new policy of fixing initial print runs at a more realistic level, since it is often better to reprint as and when required than to keep voluminous stocks.

Table 16: Productivity of workshops

Sections	1987	1986	Change (in %)
Photocomposition (pages photocomposed/hour)	3.08	2.32	+ 32.76
Assembly (pages imposed/hour)	7.16	5.53	+ 29.48
Photography (films + contacts/hour)	1.29	1.33	- 3.01
Offset (A4 pages/hour)	8 639	7 389	+ 16.92
Binding (units stitched/hour)	142.96	108	+ 32.37
ODPP (on-demand printing by photocopier) (photocopies/hour)	1 907	1 500	+ 27.13

**Table 17: Breakdown of activities by institution (in hours)**

Institution	Composition	Assembly	Photo	Offset	Binding	ODPP	Total
Parliament	965	269	282	348	1 661	186	3 711
Council	130	348	341	327	538	0	1 684
Commission	6 865	6 144	6 488	10 205	11 681	1 466	42 768
Court of Justice	128	108	91	96	547	13	981
Economic and Social Committee	358	113	92	154	433	63	1 206
Court of Auditors	6	37	15	100	94	0	251
Cedefop	0	0	4	9	0	14	26
Florence Univ.	607	114	185	273	237	0	1 415
<b>Total</b>	<b>9 052</b>	<b>7 132</b>	<b>7 496</b>	<b>11 511</b>	<b>15 109</b>	<b>1 742</b>	<b>52 041</b>

**(b) Invoicing**

The breakdown of invoices for printing and reprints of publications and forms, files, etc. is given in Table 18.

**Table 18: Real cost of workshop broken down by institution**

Institution	Composition	Assembly	Photo	Offset	Binding	ODPP	Materials	Total
Parliament	46 966	11 878	14 177	15 228	96 810	13 454	5 217	203 729
Council	6 338	15 329	17 173	14 310	31 337	0	6 522	91 009
Commission	334 043	271 032	326 735	446 210	676 342	105 900	257 081	2 417 344
Court of Justice	6 204	4 753	4 558	4 198	31 862	939	2 873	55 386
Economic and Social Committee	17 042	4 974	4 646	6 745	25 230	4 569	1 372	64 578
Court of Auditors	292	1 610	755	4 351	5 466	0	570	13 044
Cedefop	0	0	176	394	0	975	121	1 666
Florence Univ.	29 547	5 018	9 292	11 916	13 817	0	12 236	81 826
<b>Total</b>	<b>440 432</b>	<b>314 594</b>	<b>377 513</b>	<b>503 350</b>	<b>880 863</b>	<b>125 838</b>	<b>285 992</b>	<b>2 928 582</b>



### 3.2.2. 'Stock distribution' section

The volume of dispatching operations, shown in Table 19, increased by 2.71 %.

The new dispatching method — both quicker and more economical — used for the Official Journal (involving a private contractor collecting the envelopes at the Publications Office, transporting them to the various countries and then posting them at national rates, instead of the Luxembourg international rates) was extended to a number of other publications. This system was introduced towards the end of 1987 on a trial basis for subscribers in the Federal Republic of Germany to periodicals other than the Official Journal.

The Publications Office is studying the possibility of extending the system to a larger number of publications sent to Community Member States.

In addition, the year under review saw the introduction of a computerized system for managing stocks of publications which provides daily records of incoming and outgoing items, and instantaneous and exact information on stocks and the current status of orders being processed.

The Office took over management of the stocks of free-distribution publications, a task previously done by the Commission in Luxembourg, and of all the Luxembourg-based stocks of the Statistical Office and DG XIII. Since then orders for these publications have been handled by the Office.

The Office is gradually assuming the role of sole distributor of Community publications and documents. In this connection the possibility of transferring to Luxembourg a large part of the stocks currently managed by the Commission in Brussels is now under study.

Table 19: Trends in the volume 'Distribution' section operations

	1986	1987	Change (in %)
Number of individual orders executed	22 451	17 601	- 21.60
Number of copies of the Official Journal distributed on the basis of annual subscriptions	11 662 094	13 425 281	+ 15.12
Number of copies of the Official Journal distributed on the basis of individual orders	760 641	619 423	- 18.57
Number of copies of secondary legislation distributed in Portuguese and Spanish	518 938	—	- 100
Other publications distributed on the basis of annual subscriptions and individual orders	8 294 605	9 061 859	- 9.25
'New issues' notices and various circulars distributed	2 107 272	869 789	- 58.72
Total dispatching operations	23 343 550	23 976 352	+ 2.71

### 3.2.3. 'Micrography' section

A breakdown of the work carried out in this sector is given in Table 20.

The number of master microfiche produced decreased by 61.44 % while duplication went down by 23.28 %.

The number of microfiche viewed also went down, by 2.27 %.

This drop is due to the fact that the Office no longer microfilms the COM final documents published by the Commission's Secretariat-General, since the departments in Brussels decided to do this work themselves from 1 January 1987 onwards.

By contrast, the volume of microfiche distributed rose sharply (+ 19.12 %), owing, in particular, to the introduction of two new languages following the accession of Spain and Portugal.

Table 20: Breakdown of work done by 'Micrography' section

Publications	Number of masters produced from paper originals			Number of microfiche produced from masters			Number of microfiche dispatched			Number of microfiche viewed		
	1986	1987	Change (in %)	1986	1987	Change (in %)	1986	1987	Change (in %)	1986	1987	Change (in %)
Official Journal	—	—	—	315 710	198 337	- 37.18	1 449 604	1 726 807	+ 19.12	17 209 fiche i.e.	16 818 fiche i.e.	- 2.27
Other publications	2 391	922	- 61.44	197 309	195 227	- 1.06				1 548 810 DIN A4 pages	1 548 420 DIN A4 pages	- 1.32
Total	2 391	992	- 61.44	513 019	393 564	- 23.28	1 449 604	1 726 807	+ 19.12	17 209	16 818	- 2.27

**Table 21: Invoicing of costs of 'Micrography' section**

(in ECU)

Institutions	Cost
Economic and Social Committee	35 978
Commission	251 682
Council	21 149
Court of Auditors	1 681
Court of Justice	1 385
Parliament	31 255
European Foundation (Dublin)	99
Cedefop (Berlin)	91
<b>Total</b>	<b>343 151</b>

**3.2.4. 'Project management' section**

**3.2.4.1. Hardware**

**(a) Centralized hardware and telecommunications**

The capacity of the central configuration was boosted by converting the Siemens 7536 computer to a 7550 model.

The central computers were linked via an X25 interface to the Lupac network, thus permitting access to the Parliament and Commission computers (Luxembourg and Brussels) from the Office, as well as allowing users in other institutions to access the Publications Office computers.

The number of terminals (97) forming the computerized editorial system (distributed between the Publications Office and the Jean Monnet Building) remained stable, but relocation of translation divisions necessitated numerous structural changes.

The Office's in-house system continues to expand, with the number of terminals having increased from 42 to 64.

**(b) Distributed hardware**

The Office's hardware received a boost in 1987 and now consists of word-processors (17 Philips P5020 stand-alones and 13 Olivetti ETS 2010 stand-alones), personal computers (28 Olivetti M21, M24, M24SP, M240, M28, TOP 25 and TOP Série models), UNIX equipment (one ATT 3B/400 and one NCR Tower 32), plus a streamer to provide back-up copies for the stand-alones.

**3.2.4.2. Software**

**(a) Publishing**

SEI (computerized editorial system)

Two major developments aimed at improving the system were completed in 1987:

- SEI.JOS.V2

Improvement of the application enabling:

- greater automation in publishing the S-OJ;

- introduction of checks to validate/verify data coherence;
- optimization of planning facilities;
- monitoring of documents.

● SEI.JOS.88

Adapting the SEI (with effect from 1988) to absorb the proposed changes in the directives on public contracts.

Formex (Formalized exchange of electronic publications):

● Implementation plan

The Formex character set was updated. The development work on the Formex/SGML parser (a program making it possible to verify the validity of a phrase in a formal language and convert it into another language) started in 1986 has led to the creation of a tool capable of processing and checking, in various environments (BS 2000, UNIX, MS-DOS), the Formex structure specific to the L Series of the Official Journal.

● Production plan

The initial checks of the Formex tapes (L-OJ) were carried out on the Office's editorial system using the abovementioned parser. The results are encouraging and archiving of the L-OJ in Formex (magnetic tapes) is on the cards for early 1988.

**(b) Management applications**

Syspub (general structure of publications monitoring system)

Integration and standardization of management applications constituted the two main tasks in 1987.

This structure will in future form the basis for all exchanges of information on production, management, sales and distribution of publications handled by the Office. Therefore, efforts were made to optimize existing applications in this field or develop new ones.

● Optimized applications

Planop (planning of publication production)

The prototype of this application, introduced in 1986, was revised to match the new requirements of a larger number of users (40 persons). The main changes involved automatic production of lists and forms.

Comop (publication ordering)

The publication ordering system, in existence since 1986, underwent additional developments in 1987 to meet the needs of new outside users, i. e. the Commission in Brussels (DG IX) and Luxembourg (SOEC, DG XIII). Connecting Comop to the optical archiving system (Arcdon) was taken into account in these developments.

Artop (management of articles/publications)

A systems analysis was carried out with a view to integrating into this application the management of stocks of free publications,

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which had hitherto been the Commission's responsibility. The necessary changes will be implemented in early 1988: loading of files should be finished before September 1988.

Crenot (creation of bibliographic entries)

For remarks on this development see under 'Documentary aids'.

● New applications

Arcdon (Official Journal optical archive)

This archive, installation of which began in 1987, started working at the end of 1987, when 90 % of the Official Journals had been retrieved. Daily management of the archive is carried out by the 'Documentary aids' section.

Catel (electronic catalogue of Official Journal bibliographic entries)

For remarks on this see under 'Documentary aids'.

Arcel (Official Journal electronic archive)

This is an archive containing Official Journals (the L Series for the time being) stored on magnetic tape in Formex format. The loading and update procedures were developed so as to have the first magnetic tapes at the beginning of 1988.

### **(c) Electronic office equipment**

Installation of electronic office equipment continued in order to provide the various departments with an automated answer to their specific problems.

The procurement policy was in line with the recommendations of the Commission's Informatics Directorate, and led to the installation of off-the-shelf software, especially as regards word processing, database management and spreadsheets.

### **3.2.5. 'Documentary aids' section**

This department continued to produce a wide range of documentation products, utilizing advanced computer technology in the process.

#### **(a) Eurovoc thesaurus**

Revision of the first edition – begun in 1986 at the instigation of the Maintenance Committee (composed of institution representatives) – was completed in mid-1987 thanks to the joint efforts of a multidisciplinary team: documentalists, indexers, librarians and proof-readers from the European Parliament and the section itself; EP translators and terminologists, who checked the different language versions for final validation purposes; and contractors involved in data keyboarding, data processing and printing. This in-depth revision took into account the new documentation requirements stemming from language development. It also improved presentation and increased Eurovoc's usefulness by using a rich typography (upper case, lower case, accents) and adding scope notes to terms requiring further explanation. This second edition of Eurovoc was then published both on magnetic media and on paper.

## Publications in 1987

### – Paper version:

- Volume 1 (alphabetical thesaurus), 2 640 pages (all languages);
- Volume 2 (subject-oriented thesaurus), 1 368 pages (all languages);
- Volume 3 (multilingual thesaurus), 1 980 pages (all languages).

Since Eurovoc is published in the OJ and is of key importance in using the OJ alphabetical indexes, it was agreed to continue including Volumes 1 and 2 in the OJ subscription, but Volume 3 is to be distributed separately.

### – Electronic version:

Magnetic tapes (in Formex format adapted to the thesaurus and containing one or more language versions) have been available since the end of 1987. They will be produced only if requested by customers.

In 1988 the paper edition will be supplemented by a volume of terminograms, and if demand warrants, other types of presentation, such as permuted lists, are possible.

In addition, an infrastructure will be set up for on-going maintenance of Eurovoc.

## **(b) Official Journal indexes**

During the year under review the main aim was to reduce production time for the two indexes, and this was achieved: in 1986 the methodological tables were published, on average, seven weeks after the reference period; in 1987 this was reduced to four and a half weeks. In 1986 production of the alphabetical indexes took, on average, 16 weeks; this was reduced to six weeks for the first nine months of 1987.

However, two obstacles should be mentioned:

As in the case of the annual edition, production of the monthly indexes for December is hampered and delayed by the non-availability of definitive bibliographic references for certain acts.

Consequently, the methodological tables for December 1986 and the corresponding annual edition were not published until March 1987. The same was true of the alphabetical indexes, which were produced in May 1987.

The decision was taken to use the second edition of Eurovoc from October onwards in order to enhance the quality of indexing in the alphabetical indexes. Integrating the new version into the production system took longer than expected, which is why the alphabetical indexes for October and November 1987 did not appear until the beginning of 1988.

### Volumes published in 1987

1986 monthly indexes	1 208
of which alphabetical	808 (November and December)
of which methodological	400 (December)
1986 annual indexes	4 998
1987 monthly indexes	6 456
of which alphabetical	3 124 (January to September incl.)
of which methodological	3 332 (January to November incl.)

#### (c) Directory of Community legal instruments

This department is responsible for compiling a file of titles in the Directory and producing a photocomposition tape based on Celex data.

In 1986 it was decided to publish the Directory half-yearly (reference dates 1 June and 1 December) to satisfy public demand for up-to-date information and to avoid the difficulties caused by the bunching of a large number of issues of the Official Journal around certain key dates.

Thus, 1987 saw the production for the first time of two editions of the Directory (in nine languages). There was also the seventh edition in Spanish and Portuguese which it was not possible to produce in 1986 owing to problems in retrieving the titles of the special editions of secondary legislation.

The delayed publication of the Spanish and Portuguese versions of the seventh edition (March 1987) upset the production schedule for the eighth edition (reference date 1 December 1986), which did not appear until mid-June. Since the titles file was now complete, production of the ninth edition, dated 1 June 1987, got under way normally and the nine language versions appeared at the beginning of September.

### Volumes published in 1987

Seventh edition, ES and PT	1 456
Eighth edition, nine languages	6 724
Ninth edition, nine languages	6 932
Total	15 112

#### (d) COM-final documents, ESC opinions and EP reports

The department handles cataloguing preparations for the large series of documents published (see also 'Catalogues'). About 700 COM documents, 150 ESC documents and 250 EP documents were dealt with per language.

#### (e) Catalogues

Since 1985 the department has produced the catalogues of the Publications Office (*Publications of the European Communities, Documents*) using a computerized system to handle bibliographic



data and create magnetic tapes for photocomposition purposes. The technical problems of the first few years having been solved, 1987 constituted a consolidation phase permitting on-schedule, accelerated production at reduced cost as planned. In order to make the catalogues more attractive, their external presentation was completely revamped from the first 1987 editions onwards.

The production programme for the publications catalogue covered the 1986 annual edition (published at the beginning of May) and three quarterly editions. The 1987 annual edition will appear in the first quarter of 1988.

The document catalogue was published in various forms: simple monthly lists, containing only a subject index, were supplemented by cumulative catalogues covering the first six months and the third quarter respectively. In addition, there were the 1985 annual edition (appearing at the beginning of March 1987), the 1986 edition (out at the beginning of September) and the 1987 edition (first quarter of 1988).

Although the department was able to photocompose the catalogues (integral part) within reasonably short deadlines, printing did not always keep up. Thus, the monthly lists of documents for October and November and the January-September catalogue did not appear until January 1988.

#### Volumes published in 1987

##### Publications

1986 annual edition	702 pages
1987 quarterly editions	972 pages
Total	1 674 pages

##### Documents

1985 annual edition (7 languages)	1 312 pages
1986 annual edition	1 096 pages
1987 monthly and cumulative editions (January to August incl.)	1 480 pages
Total	3 888 pages

## New developments

### (a) Arcdon (archives)

In 1986 it was decided to create an archive of OJ texts on optical disk, and the 'Documentary aids' section was put in charge of this archive. By 1988 loading of the old L-OJ texts will be complete and all new texts will be archived as they appear, thus making it easy for users to consult legal texts and providing them with rapid access to specific texts of interest to them.

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**(b) Catel (electronic catalogue)**

Work on creating a database open to the public and allowing documentary searches and submission of orders began in 1987. The base will be fed with documents published in the Official Journal and with the other publications and documents on sale. An initial version of the application, containing the most recent texts, will be loaded during the first quarter of 1988; its functions and documentary coverage will be extended as the year progresses.

**(c) Crenot (creation of bibliographic entries)**

The indexing system was revamped in 1987 in order to:

- take account of the second edition of Eurovoc;
- improve its reliability and performance;
- extend it to new products.

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



## 4.1. Introduction

The automatic system of estimates and invoice checking was used in 1987 to draw up almost all the 959 estimates covering other publications and all estimates concerning the Official Journal. The system was also used to draw up and handle the 33 invitations to tender published in 1987. This automatic system has worked very well during the year under review and a second version should be operational in 1988.

## 4.2. Activities by sector

### 4.2.1. Official Journal and associated publications

In 1987 the practice of putting irregular publications out to tender — with orders going to the firm submitting the lowest bid — brought in 423 estimates.

2 051 invoices were checked, resulting in 148 credit notes totalling ECU 95 834.63.

Tables 22 to 25 give a detailed breakdown of invoices per product group in 1987.

### 4.2.2. Publications other than the Official Journal

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

Type of file	1987	1986
Periodicals	60	57
Minor items	139	252
Public documents	80	48
Irregular	449	355
Total number of files	728	712

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

Work done	1987	1986
Invitations to tender	33	24
New contracts	21	31
ACPC reports	16	22
Estimates/quotes	959	880
Order forms	1 423	1 116
Invoices	1 712	1 520 (+ 12.63 %)
Credit notes	18	9
Price revision	16	17

The 1 712 invoices checked represent a total of ECU 11 010 164.99, broken down among the institutions as follows:

Institutions	Amounts in ECU	%
European Foundation (Dublin)	4 448.16	0.04
Council	189 789.74	1.72
Parliament	2 309 913.66	20.97
Commission	6 925 066.57	62.90
Court of Justice	1 191 038.76	10.82
Economic and Social Committee	129 574.45	1.18
Court of Auditors	7 477.00	0.07
Cedefop (Berlin)	252 856.65	2.30
Total	11 010 164.99	100.00

The 18 credit notes obtained totalled ECU 13 032.38.

The number of invoices checked was up 15.85 % over 1986.

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

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

Work done	1987	1986
Procurement requests	304	283
Invitations to tender	11	9
New contracts	14	36
ACPC reports	10	9
Estimate/price requests	227	250
Order forms	602	527
Invoices	2 140	1 280
Credit notes	20	18
Price revision	1	7

Table 22: Table showing overall invoicing to the institutions under Article 340

Institutions	Paper			Microfiche L + C + index	Computer developments + electronic publishing		Total excluding secondary legislation		Secondary legislation PT/SP index
	L + C + S <sup>1</sup>	Budget docs.	Index		L + C + S	Index	ECU	%	
Parliament	3 467 339.51	432 270.90 <sup>2</sup>		15 799.37	27 011.06		3 942 420.84	9.35	
Council	4 282 413.44	439 294.96	455 171.71	22 223.50	27 011.07	23 812.53	5 249 927.21	12.45	21 318.37
Commission	26 992 242.11	1 801 383.00 <sup>3</sup>	1 675 716.15	59 071.96	815 546.40	120 763.55	31 464 723.17	74.63	12 329.24
Court of Justice	604 124.72		240 123.45	983.70		25 513.42	870 745.29	2.07	
Economic and Social Committee	244 852.08			1 144.30			245 996.38	0.59	
Court of Auditors	384 439.23			1 154.34			385 593.57	0.91	
<b>Total</b>	<b>35 975 411.09</b>	<b>2 672 948.86</b>	<b>2 371 011.31</b>	<b>100 377.17</b>	<b>869 568.53</b>	<b>170 089.50</b>	<b>42 159 406.46</b>	<b>100.00</b>	<b>33 647.61</b>

<sup>1</sup> Provisional invoicing for December 1987.

<sup>2</sup> OJ budget 1987 (11 124 pages).

<sup>3</sup> Of which ECU 860 772.80 for Tabbar.

Table 23: Invoicing of the Official Journal

(in ECU)

Institutions	Pages	Printing costs	Transport and packing costs	Total
Parliament	36 602 <sup>1</sup>	3 309 753.50	157 586.01	3 467 339.51
Council	52 273	4 074 159.24	208 254.20	4 282 413.44
Commission	285 723	23 318 353.02	980 943.51	24 299 296.53
Court of Justice	3 410	593 065.80	11 058.92	604 124.72
Economic and Social Committee	2 284	236 984.51	7 867.57	244 852.08
Court of Auditors	3 942	381 063.30	3 375.93	384 439.23
<b>Total</b>	<b>384 234</b>	<b>31 913 379.37</b>	<b>1 369 086.14</b>	<b>33 282 465.51</b>

<sup>1</sup> Ex-budget.



**Table 24: Monthly indexes for 1986 and January-June 1987, 1986 annual indexes**

Institutions	Monthly indexes (Jan.-Dec. 1986)	Monthly indexes (Jan.-June 1987)	Annual indexes 1986	Total
Council	85 192.53	44 250.85	43 724.82	173 168.20
Commission	432 047.84	224 415.06	221 747.31	878 210.21
Court of Justice	91 277.71	47 411.63	46 848.03	183 537.37
Total	608 518.08	316 077.54	312 320.16	1 236 915.78

**Table 25: Invoicing of the Directory of Community legal instruments**

Institutions	Pages	Printing costs	Total
Council	4 161	231 056.50	231 056.50
Commission	9 711	539 131.82	539 131.82
Total	13 872	770 188.32	770 188.32





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## **5.1. Officials**

Recruitment of staff stagnated in 1987 (particularly compared with 1986 when there was a large inflow of Spanish and Portuguese officials). This was mainly due to a tangible shortage of posts granted as well as insufficient appropriations under Title 1, the result of several linear reductions during the budgetary procedure.

Thus, the Office concentrated its efforts in this field on continuing the recruitment drive for Spanish and Portuguese staff begun in 1986 and on filling posts vacated during the year.

Despite these difficulties, at the end of the period under review almost all the proof-reading section posts reserved for Spanish and Portuguese officials were filled, except for some posts in the Portuguese team, the reserve lists for this language having been exhausted.

Also worth mentioning is the fact that 12 local staff, who had passed internal competitions, were established in Category D converted posts granted under the budget.

## **5.2. Temporary staff**

The Office renewed (from 1986 to 1987) four temporary staff contracts for Danish proof-readers, which had been introduced to make good the chronic lack of reserve list candidates for this language.

These staff — two of whom have already left the department — will be integrated via an open competition for Danish proof-readers, which will be held at the end of 1988.

## **5.3. Auxiliary staff**

The Office made use of auxiliary staff during 1987 to replace typists on extended sick leave, maternity leave or leave on personal grounds.

By 31 December 1987 there were no longer any auxiliary staff working at the Office.

## **5.4. Local staff**

As indicated above, establishing local staff — as a part of the general staff policy laid down by the Commission — was continued in 1987 by using converted posts.

Although still not finished, this operation — which should, in time, phase out this category of staff by integrating them into the established workforce — is well under way.

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By the end of the period under review all local staff still employed had passed competitions; therefore, it is highly likely that during the next review period the Office will achieve the aim set by the Commission.

On 31 December 1987 there were still 16 local staff working at the Office.

## 5.5. Freelance proof-readers

- Budget appropriations in 1987 to cover remuneration, insurance, costs of home proof-reading, travel expenses, allowances and mission expenses..... ECU 1 008 300.

This appropriation had to be increased by ECU 200 000.

- Expenditure at 31.12.1987 on remuneration, travel expenses, subsistence allowances, mission expenses and home proof-reading ..... ECU 1 208 300,  
of which ECU 11 952 transferred to Lloyds in insurance contributions.

A new code of practice was negotiated with the staff representatives. Its main provisions are:

- freelance proof-readers who have passed a competition to be offered an auxiliary contract (as far as the budget allows) or a freelance proof-reader contract for a duration of 220 days per year, pending final appointment;
- the other freelance proof-readers to form part of a rotation system limiting them to 120 days of work per year.

## 5.6. Training

The 1987 budget allocation for training Office staff totalled ECU 41 700.

ECU 34 730 was spent on individual and group training courses organized by outside bodies. There was also the cost of training in the use of computers and in connection with the introduction of new equipment (paid for under the relevant budgetary items – Chapters 21 and 22).

Individual courses mainly involved basic and advanced training in the new technologies.

The main group courses held on Office premises concerned safety: training of first aiders, fork-lift truck drivers and supervisors.

The installation of new microcomputer-based workstations meant training people to use the software run on such equipment.

As in previous years, a large number of Office staff attended seminars and training schemes organized by the Commission.

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The language courses organized jointly by all the institutions (intensive, semi-intensive or lasting the whole 1987-88 academic year) were well attended.

## **5.7. Consultations with staff representatives**

A permanent dialogue was maintained between the Office management and the Local Staff Committee (LSC) within the Contact Committee, consisting of the Commission's Directorate-General for Staff and Administration, the Publications Office and the LSC.

This made it possible to discuss problems raised by staff and to reach – in most cases – solutions satisfactory to both sides.

## **5.8. Consultations with the trade unions and professional bodies**

### **5.8.1. Policy-level consultations**

Mr Noël, Chairman of the Management Committee for the period under review, received the trade union representatives for policy-level consultations on problems affecting Publications Office staff. The exchange of views, held in a constructive atmosphere, focused on the trade unions' worries regarding the use of freelancers and of day work contracts covering certain tasks done by Office staff. The Office's determination to extend the body of established staff and to use freelance staff only in certain circumstances (also reflected in the adoption of the new code of practice) was underlined.

As far as the budget permitted, freelance staff should be provided with the best conditions possible under the provisions in force.

If the budgetary authority granted appropriations but not the necessary posts for tackling certain one-off tasks, the Publications Office could not refuse to carry them out just because they would not be done by officials alone; in the long term refusal would lead to a loss of substance which would be diametrically opposed to the interests of staff.

### **5.8.2. Technical-level consultations**

The Office management held a technical-level meeting on 18 April 1988 with the trade unions and professional bodies (as a precursor to the policy-level consultations) with Mr Ersbøll, Chairman of the Management Committee for the period under review. During this technical meeting the following topics were broached:

**(a) 1988 budgetary situation**

The provisional twelfths system required very careful management to maintain a satisfactory budgetary situation. Once the 1988 budget had been adopted the Office would fill as many vacant posts as possible by calling on people who had passed the recent proof-readers' competition.

**(b) 1989 preliminary draft budget (PDB)**

The Office management underlined that the 1989 PDB provided for the creation of 28 posts in various sectors:

computerization	1 A	2 B	1 C	
proof-reading and production		12 B	2 C	
distribution and sales		1 B	3 C	4 D
on-demand reproduction				2 D
Total (28 posts)	1 A	15 B	6 C	6 D

In addition, 23 new posts had been requested to cope with the new directives on public contracts. Title 2 increases were mainly intended to reinforce the Office's technical infrastructure.

**(c) Freelance proof-readers**

The Office management stressed that it was scrupulously applying the new code of practice.

**(d) Training**

Examination of the appropriations devoted to further-training of staff gave the Office management an opportunity to recall its position in this field: Office staff had access to the whole range of courses organized by the Commission; thus, they enjoyed identical conditions to those of their Commission counterparts in preparing for vertical and horizontal job mobility.

Moreover, any project involving the introduction of new equipment or innovative procedures was accompanied by training financed from the budget of the project involved, the specific aim being to make it as easy as possible for staff to adapt to the new working methods.

Under these circumstances, the Office's training appropriations were almost exclusively devoted to very specific measures, especially in the field of publishing, graphic arts and safety, and supplemented the wide range of other measures. The Office management was always willing to study proposals put forward by the trade unions and professional bodies.

**(e) Sub-contracting**

The trade unions and professional bodies reiterated their wish to see the use of outside staff limited as much as possible.



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However, use of freelancers was essential in cases where the workload exceeded Office capacity. Management would therefore take care to send out the least rewarding tasks to the private sector and to have established staff advance towards management and control functions.

*Ad hoc* reinforcement of the departments by bringing in outside staff at times of reorganization or excessive workload was also inevitable, unless Office staff were prepared to accept abnormal working conditions.

Table 26: Administrative procedures

	Number
<b>Officials</b>	
(a) Appointment following:	
open competition	19
internal competition	12
(b) Transfer to the Commission	9
(c) Extension of temporary post from 1986 to 1987	1
(d) Reinstatement after leave on personal grounds	3
(e) Promotion:	
within a career bracket	37
to another career bracket	17
to another category	1
(f) Departures:	
leave on personal grounds	6
extension of leave on personal grounds from 1986 to 1987	3
half-time or part-time working	6
extension of half-time or part-time working from 1986 to 1987	2
invalidity	2
retirement	3
resignation	2
early retirement	5
extension of leave for military service from 1986 to 1987	1
<b>Temporary staff</b>	
(a) Extension of contracts from 1986 to 1987	4
(b) Departure	2
<b>Auxiliary</b>	
(a) Extension of contracts from 1986 to 1987	5
(b) Departure	5
<b>Local staff</b>	
(a) Recruitment by drawing on reserve lists	5
(b) Promotion at the same employment level	1
(c) Establishment	13
(d) Retirement	1
(e) Death	1

Table 27: 1987 establishment plan

Categories and grades	Number of permanent posts		
		Accession of Portugal and Spain	Total
A 1	—	—	—
A 2	1 <sup>1</sup>	—	1
A 3	1	—	1
A 4	2 <sup>2</sup>	—	2
A 5	3	—	3
A 6	6	—	6
A 7	3	—	3
A 8	—	—	—
<b>Total</b>	<b>16</b>	<b>—</b>	<b>16</b>
B 1	22	1	23
B 2	49 <sup>3</sup>	2	51
B 3	56 <sup>3</sup>	2	58
B 4	33	2	35
B 5	20	1	21
<b>Total</b>	<b>180</b>	<b>8</b>	<b>188</b>
C 1	15	—	15
C 2	33	—	33
C 3	32	3	35
C 4	27	2	29
C 5	8	—	8
<b>Total</b>	<b>115</b>	<b>5</b>	<b>120</b>
D 1	8	—	8
D 2	21	—	21
D 3	27	—	27
D 4	—	—	—
<b>Total</b>	<b>56</b>	<b>—</b>	<b>56</b>
<b>Grand total</b>	<b>367</b>	<b>13</b>	<b>380</b>

<sup>1</sup> The post of Director of the Office for Official Publications of the European Communities is held by an official in grade A1 on a personal basis.

<sup>2</sup> Includes one post temporarily seconded to the Commission.

<sup>3</sup> Includes four technical and secretarial assistants.



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**6. Report  
on the application  
of the current provisions  
relating to medium-  
and long-term  
translations**



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Table 28 shows the translation work done in 1987 on behalf of the Office and the other institutions under the agreement between the Commission and the Office concerning the attachment to the Office of the Medium- and Long-term Translation Service.

## 6.1. Work done for the Parliament

### 6.1.1. Reports of proceedings

In 1987 the MLTTS was responsible solely for translating the 'Question Time' annex to the report of proceedings for the 12 ordinary part-sessions of the European Parliament.

The work done by the MLTTS for the Parliament was on average 745 pages to be translated into six languages, i. e. a total of 4 101 pages for 12 part-sessions as against 10 238 pages in 1986 and 22 855 in 1985.

This decrease was due to the translation service's increased workload resulting from the legal or policy obligations of the Commission's own departments, and its resultant inability to continue translating one or more days of the reports of proceedings it had previously handled for each part-session. Since the Portuguese and Spanish teams were still being set up the MLTTS was unable to carry out translation into these languages.

In 1987 the deadline for such translation work was generally one month.

## 6.2. Work done for the Council

In 1987 the translation of the 34th Review of the Council's work, into eight official languages, totalled 2 800 pages.

Despite the difficulties encountered in setting up and reinforcing the Spanish and Portuguese translation divisions, these two divisions were able to absorb the 34th Review into their work programme.

## 6.3. Work done for the Publications Office

### 6.3.1. Invitations to tender

During the year under review the MLTTS translated — as in previous years — the entire 'S' Series of the Official Journal (appearing in nine languages for the second year).

Except for periods of *force majeure*, the Portuguese and Spanish translation divisions managed to translate the S-OJ in its entirety.

Finally, it should be noted that these divisions, already facing a workload out of proportion to the staff available, experienced a very difficult, even critical, situation caused by a lack of equipment,

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offices and, in particular, model invitations to tender, which still needed to be created in a large number of cases.

This state of affairs was made even worse by the need to train newly arrived officials in order to overcome, in particular, gaps in language combinations, which forced these departments to make use of relay translations.

Translations of invitations to tender accounted for 170 958 pages in 1987 compared with 129 045 in 1986, i. e. a 32.5 % increase. The number of documents received rose by 30 % from 9 076 in 1986 to 11 789 in 1987.

The invitations to tender arrived at an average rate of 49 per day.

The MLTTS has managed to meet its obligations despite the growing number of tenders to be translated in the nine official languages, and despite the fact that these have increased in difficulty as the years have gone by, especially in the telecommunications supply field.

### **6.3.2. Computerized editorial system (SEI)**

1987 saw the two-stage introduction by the Publications Office of the second version of the editorial system:

- the first phase, in April 1987, involving the introduction of a number of computerized checks on each translation released and dynamic planning;
- a second phase, introduced in July 1987, involving a simplified method of printing and automatic inclusion in the translation mask of certain items of data which never change.

Thus, the second version of the system introduced new facilities enabling translators to produce a product requiring less manual or human checking and intervention.

The problems arising during these periods were solved satisfactorily thanks to effective cooperation between the Office and the MLTTS.

Following a major increase in the number of documents, which made considerable demands on the system, it was necessary to increase the number of terminals within the translation divisions. At present 62 terminals and 19 printers are used for production work, and a further 10 terminals are currently on order.

In 1987 the translation service began installing its own equipment under the Sysling project, which is aimed at general and progressive computerization of the service.

At present MLTTS users face two major problems stemming, in particular, from the need to operate simultaneously two systems and two types of equipment which are totally different and currently incompatible.

In 1988 a concerted solution will have to be found so as to bring the editorial system into line with the Commission's computerization policy.

Furthermore, the MLTTS is closely following the progress of the new directives on 'supplies' and 'public works' which — as far as one can tell at present — will generate a considerable increase in the number of incoming notices. The Office has taken a number of measures to cope with this.



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## 6.4. General observations

Despite the increase in the number of incoming notices and the addition of new official languages the MLTTS has managed — apart from some temporary problems — to absorb the resultant extra workload.

Despite a shortage of typists, a clean copy was provided for most of the texts sent for printing.

An increasing number of texts (also for other Commission departments, especially the SOEC) were sent to the Office on magnetic media.

In conclusion, in 1987 cooperation between the Office and the other institutions took place in an atmosphere which can generally be described as positive.

**Table 28: List of work done by the MLTTS**

Works	1984	1985	1986	1987
<b>Parliament</b>				
reports of proceedings of Parliament's debates	17 632	22 855	10 238	4 101
miscellaneous	—	20	—	—
<b>Council</b>				
review of the Council's work	2 451	2 400	2 180	2 800
<b>Publications Office</b>				
notices of invitations to tender for public works contracts	36 251			
notices of invitations to tender for public supply contracts	10 275	85 959	129 045	170 958
notices of invitations to tender published pursuant to the Agreement on government procurement under GATT	6 915			
validation of tender notices	14 248	300	700	—
annual management report	384	414	480	528
miscellaneous	2 414	992	3 987	1 365
<b>Total</b>	<b>90 570</b>	<b>112 940</b>	<b>146 610</b>	<b>179 752</b>



