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OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTY-SEVENTH ANNUAL MANAGEMENT REPORT

1995





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Introduction

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

The members of the Management Committee in 1995 were:

- Mr E. Vinci, Secretary-General of the European Parliament;
- Mr J. Trumpf, Secretary-General of the Council;
- Mr D. F. Williamson, Secretary-General of the Commission and Chairman of the Management Committee in 1994;
- Mr F. De Koster, Director-General for Personnel and Administration of the Commission;
- Mr R. Grass, Registrar of the Court of Justice;
- Mr S. P. Nothomb, Secretary-General of the Economic and Social Committee;
- Mr E. Ruppert, Secretary-General of the Court of Auditors;
- Mr D. Pause, Secretary-General of the Committee of the Regions.

The Management Committee met on 20 June (full members) and on 31 January, 7 March, 18 May and 17 October (alternate members). In addition, 30 written procedures were submitted to the Management Committee in 1995.

For the Publications Office, the main event in 1995 was the enlargement of the Community, with the increase in the number of official languages from 9 to 11. Adapting the arrangements for publishing, selling and distribution to these new conditions, as well as the process of absorbing into the Office's financial management the supplementary and amending budget allocated in May, required a number of measures which were enacted by the Management Committee.

1995 was also a pivotal year for the Office regarding the accessibility and transparency of documentary information and literature.

As regards accessibility, the Management Committee noted the completion of the action programme to improve the CELEX documentation system (*Communitatis Europaeae Lex*). This was a three-year programme aimed at:

- providing equal coverage of texts in all the official languages of the Community of 15;
- providing user-friendly access which would be simple to use and would reduce interrogation time.

As regards transparency, the Management Committee authorized the Office's management to step up its efforts to undertake the documentary consolidation of a greater number of texts, i.e. the 'mechanical' incorporation of texts amending the basic acts, making them available subsequently in electronic publishing facilities (CELEX and EUDOR (the Office's electronic and optical archive)), so as to provide as many potential users as possible with an efficient working tool at the lowest possible cost.

1995 was the year of positive efforts to rationalize the methods for publishing the Official Journal and to cut costs. The Management Committee set up an interinstitutional group to consider more appropriate structures for exploiting the possibilities of modern technology and more economic distribution methods, in particular by using electronic dissemination for the Official Journal. In response to this quest for economy, the Office, which had already reduced the cost per page of the S series of the Official Journal by 20% in 1994, managed to offer the Management Committee a further reduction of 25% on this item.

On a number of occasions, the Management Committee considered in a general way future developments in electronic publishing and means of enabling Community publishers to exploit the potential of the future information society. In this connection, the Management Committee was involved in the various phases of setting up EUDOR — the new optical and electronic archive — and of establishing a distribution network for electronic products covering the whole Community. A project for publishing the Official Journal on CD-ROM, which should be completed in 1997, should also be mentioned here.

The Management Committee was involved in setting up the initial arrangements for collaboration with the agencies. This has now been done, and negotiations are being held with a view to carrying out a number of quite substantial publishing programmes, particularly for the Office for Harmonization in the Internal Market, the European Environment Agency and the European Agency for the Evaluation of Medicinal Products. The Management Committee took an active interest in a project for a booklet describing the aims and organization of all the European Union institutions. This joint publication, which will appear as the Intergovernmental Conference opens, is the fruit of good interinstitutional collaboration.

In accordance with the publishing programme drawn up by the Management Committee, Tomes I and II of Volume 1 of the basic Treaties (the EC, EAEC and ECSC Treaties) were consolidated, following the enlargement of the Community, and published only a few months after the accession of the three new Member States.

Again in connection with interinstitutional cooperation, the Management Committee played an active part in guiding the development of the integrated publication system for budget documents (SEI-BUD), which is based on cooperation between all parties involved in the budgetary procedure.

The Management Committee gave particular attention to staff administration problems and approved the training plan proposed by the Office's management.

In the interests of rationalization and economy, the Management Committee approved, for the first time, a five-year investment plan for the Office's composition, printing and production plant.

In the middle of the year, the Management Committee drew up a new scale of charges for the work which the Office does for the institutions, in particular by managing files and disseminating information.

On several occasions the Management Committee discussed the budgetary status of the Office. However, it decided to include this matter in the more general discussion on the future of overall interinstitutional cooperation.

The Management Committee requested the Committee of the Regions to take part in its work and instructed the Office's management to initiate the procedure for formalizing this new structure.

1995 — Main developments

Because of its role as a multicultural publisher, the Publications Office is particularly affected by the enlargement of the European Union, and in particular by the addition of new official languages.

Accordingly, the transition on 1 January 1995 from 9 to 11 official languages and from 12 to 15 Member States meant that the Office had to increase its staff and radically reorganize its production and distribution methods.

The adoption of a new official language requires an immense effort to produce a special edition in that language of the Community legislation in force. In 1995, this entailed the publication of some 48 000 pages each in Finnish and in Swedish.

The priority given by the institutions to preparing these manuscripts affected the volume of the other texts published in the L and C series of the Official Journal, which fell by approximately 18% from the 1994 level.

On the other hand, the substantial growth in the number of documents published in the S series of the OJ (invitations to tender), which dates back to 1991, continued with 32% more documents than in 1994 and 72% more pages (this latter figure also reflects the advent of the two new language versions).

The proofreaders for other publications had to cope with some 12% more pages for nearly 6 000 publications (+ 5.5%).

The distribution of publications remains a cyclical activity linked to information campaigns by the institutions. That is why the quantity distributed in 1995 is less than in 1994, but the general trend is still upwards, as shown in the table on the following page.

In the specific activities which the Publications Office performs for the institutions, computerization is becoming increasingly dominant.

- (i) In accordance with its commitments, in 1995 the Office completed the linguistic upgrading of CELEX for the nine existing languages and began to construct the Finnish and Swedish bases. The Office has also provided a new user-friendly interface for CELEX users.
- (ii) The Office has set up a new electronic archive (EUDOR) for storing texts and graphics, in particular the Official Journal but also the results of its project to consolidate Community legislation.
- (iii) By degrees, the production of budgetary documents within shorter deadlines and more economically is becoming a reality, thanks to the development by the Office of the integrated publication system for budget documents (SEI-BUD). Systems such as this highlight the importance of easier electronic communications between the institutions, which hitherto have been somewhat compartmentalized.
- (iv) The general public's interest in the possibilities offered by Internet is reflected in the large number of visits to the information pages (catalogues etc.) produced by the Office.

This increase in electronic activities is also reflected in the sales figures, where electronic products accounted for more than 22% in 1995.

The following table gives a summary in figures for the year.

Main indicators of Publications Office activity, 1989-95

	1989	1990	1991	1992	1993	1994	1995	Change 1994-95 (%)	Growth 1989-95 (%)
<i>Publication</i>									
Number of pages produced	866 996	965 454	996 735	1 023 312	1 148 861	1 439 413	1 778 632	23.57	105.15
Number of publications produced	3 512	4 211	4 936	4 992	5 127	5 633	5 943	5.50	69.22
Services invoiced (ECU) ^{1, 2}	69 595 618	67 060 792	81 754 728	99 493 330	106 584 968	117 517 566	127 710 666	8.67	83.50
<i>Sales/distribution</i>									
Number of paying subscribers	48 967	50 930	53 904	60 517	61 758	67 370	67 458	0.13	37.76
Invoiced sales (ECU) ¹	7 781 019	10 614 676	10 833 446	14 651 675	15 700 943	19 829 781	20 559 426	3.68	164.23
Number of orders processed	23 915	30 070	32 198	37 776	35 770	39 179	37 477	- 4.34	56.71
Number of copies sent	37 753 880	34 519 191	40 682 768	57 400 949	44 736 221	56 870 522	49 314 033	- 13.29	30.62
<i>Operation</i>									
Budgetary expenditure (ECU) ^{1, 3}									
— excluding CELEX/Eurobases transfer	30 021 838	31 958 442	33 994 225	37 272 378	39 558 831	41 490 870	48 559 882	17.04	61.75
— CELEX/Eurobases transfer				2 371 500	2 720 174	2 414 659	3 886 399	60.95	
Staff, excluding CELEX/Eurobases	406	424	428	428	436	438	498	13.70	22.66
Staff linked to CELEX/Eurobases transfer					27	27	27		

¹ The amounts in ecus are nominal values, with no adjustment for inflation and/or exchange rates.

² Services invoiced concern publications handled on behalf of the institutions.

³ The budgetary expenditure represents the out-turn of the Publications Office's own budget.

1. Publications and other Publications Office products

1.1. Official Journal

1.2. Other publications

1.3. Databases and derived electronic products

1.1. Official Journal

1.1.1. General considerations

Taking all languages together (11 language versions as from 1 January 1995), the number of pages published increased overall by 27%, from 867 112 to 1 101 582 pages.

This covers differing trends for the L and C series on the one hand and the S series on the other.

1.1.2. Production

1.1.2.1. Official Journal

(a) L and C series

Despite the transition from 9 to 11 languages, which could have entailed an 'automatic' increase of 22%, the L series decreased by 17.5% and the C series by 19.6%, thus falling to 1993 levels. However, these figures do not take account of the production of the secondary legislation in the new languages (see 1.1.2.3).

1996 should be more representative of the real trends in quantities published. In fact, the absence of translations into Finnish and Swedish meant that some publications were brought forward to 1994 and the publication of others was postponed from 1995 to 1996.

(b) S series

The increase in the number of pages was 72%, as a result of the following factors:

- new structure of S series: + 7% approximately, giving 20% budgetary savings (see Twenty-sixth Annual Management Report 1994);
- new languages: + 20%;
- additional notices: + 33%.

The Office continued to take an active part in the Commission's SIMAP (public procurement contracts information system) project. Some notices of contract have already been sent to the Office electronically.

Series	1994			1995 ¹		
	Issues	Pages	Pages/ issue/ language	Issues	Pages	Pages/ issue/ language
OJ L	380	240 896	70	335	198 736	54
OJ C	395	189 216	53	357	152 120	39
OJ S	252	437 000	192	250	749 802	273
OHIM Official Journal	—	—	—	3	680	—
CPVO Official Gazette	—	—	—	2	244	—
Total	1 027	867 112	93	947	1 101 582	106

¹ As in previous years, these figures include issues of the Official Journal for the reporting year which actually appeared only in the first quarter of the following year.

**Table 1 — Trend in the number of pages per series of the Official Journal, 1989-95
(all languages together)**

Series	1989	1990	1991	1992	1993	1994	1995 ¹
OJ L	183 348	173 664	189 792	198 252	194 796	240 896	198 736
OJ C	104 058	141 704	127 392	155 400	151 652	189 216	152 120
OJ S	170 136	157 248	163 992	215 928	291 336	437 000	749 802
OHIM Official Journal	—	—	—	—	—	—	680
CPVO Official Gazette	—	—	—	—	—	—	244
Total	457 542	472 616	481 176	569 580	637 784	867 112	1 101 582

¹ As in previous years, these figures include issues of the Official Journal for the reporting year which actually appeared only in the first quarter of the following year.

Table 2 — Trend in the number of documents published in the S series of the Official Journal, 1989-95

Year	Number of documents
1989	31 385
1990	34 233
1991	36 578
1992	52 693
1993	67 192
1994	96 340
1995	127 770

1.1.2.2. Budgetary documents

In 1995 a new publishing system, SEI-BUD, was brought into operation for drafting electronic manuscripts for budgetary documents and the budget.

With a new presentation which reduces the number of pages by approximately 20%, SEI-BUD makes the production of budgetary documents quicker and cheaper.

This system was used for Section 4 'Commission' and, in 1996, it will be extended to all the institutions.

The Office published the preliminary draft and the draft budgets, which amounted, taking all language versions together (nine languages), to 18 738 and 16 740 pages respectively.

1.1.2.3. Secondary legislation

Apart from the 'sweep-up' volumes, which are compilations of the last texts to be translated, publication of the secondary legislation in Finnish and Swedish is complete. It runs to 192 volumes averaging 250 pages each, for example 48 000 pages per language.

This is practically the annual scale of the L and C series, which had to be produced in approximately eight months, at the cost of a considerable effort on the part of the special team which was set up, since at the same time it was handling current production of the Official Journal and other publications in the two new languages.

Table 3 — Breakdown by country of public invitations to tender published in 1995

	B	DK	D	GR	E	F	IRL	I	L	NL	AT	P	FI	SE	UK	EU	EEA	USA	JP	Other	Total
Commission	614	6	37	2	9	9	5	57	206	4	1	3	1	1		955		4			959
EEIG	22		7	2	18	16	1	13	7	8		4		2	18	118					118
EDF	23															23				176	199
PHARE, TACIS, CEECs	24	1	9	1	1	2		1							1	40				117	157
EIB																0				137	137
EBRD	1		1			1	5		1						69	78				82	160
General information	1															1					1
European Community																					
<i>Works:</i>																					
— Prior information	32	15	1 657	3	15	181	38	25	1	29	92	7	8	12	286	2 401	13				2 414
— Open procedures	124	26	6 405	107	403	689	41	118	22	65	616	150	6	81	10	8 863	335				9 198
— Restricted procedures	12	41	726	49	14	569	22	214	1	93	22	2	37	53	626	2 481	39				2 520
— Accelerated restricted procedures	4	5	333	1	2	10	2	108	1	4	3	6		3	97	579	4				583
— Negotiated procedures			26			69			4		1	1		3	106	210	1				211
— Accelerated negotiated procedures			31												13	44					44
— Concession notices		2	3	2		7		35			2	2			8	61					61
— Concessionnaire notices						4		10				1				15					15
— Contracts awarded	60	39	3 468	36	62	760	22	229	38	66	182	13	24	78	295	5 372	217				5 589
— General information			1													1					1
<i>Supplies:</i>																					
— Prior information	10	35	68	3	17	65	64	64	5	18	17	2	35	81	190	674	15			1	690
— Open procedures	272	169	1 217	638	1 648	3 603	164	774	22	235	353	597	442	1 053	1 774	12 961	478	12 467	7 044	2	32 952
— Restricted procedures	68	337	346	161	23	953	19	1 106	6	145	7	8	47	81	2 537	5 844	73		250	79	6 246
— Accelerated restricted procedures	17	29	312	8	14	22	12	1 267	2	21	8	5	4	16	323	2 060	7				2 067
— Negotiated procedures	1		72		2	263		2	1	3	4			22	23	393	3				396
— Accelerated negotiated procedures			73			5		5		1	17				17	118					118
— Contracts awarded	142	457	1 054		206	2 193	107	1 556	25	284	227	15	309	848	2 907	10 330	291	3 911	5 440	103	20 075
— General information			1								1					2					2
— Preselection notices																0			161		161
<i>Services:</i>																					
— Competition notices	2	13	67	3		213	1	33	1	1		15	2	4	24	379	9				388
— Competition results		2	17	1		11		1	1					2	6	41	1				42
— Prior information	10	66	95	2	18	33	47	35	2	21	3	6	18	58	657	1 071	16				1 087
— Open procedures	70	111	283	125	898	1 227	29	554	3	103	66	134	41	555	348	4 547	167				4 714
— Restricted procedures	32	510	106	29	29	824	35	879	1	175	2	5	19	90	2 823	5 559	49				5 608
— Accelerated restricted procedures	8	17	83	2	7	38	4	1 099		8	4		1	4	343	1 618	8				1 626
— Negotiated procedures	3	17	216		16	117	29	12	7	32	16		4	61	424	954	17				971
— Accelerated negotiated procedures																					
— Contracts awarded	33	317	262	2	92	682	41	1 078	6	248	14	7	66	634	2 191	5 673	95				5 768
— General information			2							13						15					15

Table 3 (cont.) — Breakdown by country of public invitations to tender published in 1995

	B	DK	D	GR	E	F	IRL	I	L	NL	AT	P	FI	SE	UK	EU	EEA	USA	JP	Other	Total
<i>Water, energy, transport and communication sectors:</i>																					
— Qualification system notices	13	42	207			45	11	193		41	30	1	12	29	569	1 193	69			1	1 263
— Competition notices	1	3	1			9		1		2				1		18	1				19
— Competition results			1													1					1
— Periodic notices	97	139	469	3		519	30	191	7	34	69		16	49	451	2 074	52				2 126
— Open procedures	62	26	686	78	28	142	17	157		38	123	14	67	47	21	1 506	36				1 542
— Restricted procedures	39	51	269	30	8	390	19	832		75	9	3	31	9	337	2 102	40				2 142
— Negotiated procedures	108	220	1 218			372	101	348	5	109	117		60	207	717	3 582	139				3 721
— Contracts awarded	202	200	1 650	2	5	1 270	118	1 541	6	170	148		113	170	1 416	7 011	259				7 270
— General information						3				64					1	68					68
Miscellaneous information and notices	2		6			2				1						11	2	1		9	23
Supplementary information and corrigenda	174	160	601	125	264	554	40	721	7	130	72	152	14	132	824	3 970	59	1			4 030
Grand total 1995	2 283	3 057	22 284	1 415	3 800	15 873	1 027	13 281	388	2 243	2 232	1 153	1 377	4 391	20 483	95 287	2 497	16 384	12 895	707	127 770
Total 1994	1 659	2 326	18 669	1 334	2 065	12 417	708	11 597	289	1 821	914	854	622	2 362	18 370	76 007	925	9 161	9 641	606	96 340
Increase 1995/94 (%)	37.61	31.43	19.36	6.07	84.02	27.83	45.06	14.52	34.26	23.17	144.20	35.01	121.38	85.90	11.50	25.37	169.95	78.85	33.75	16.67	32.62

1.2. Other publications

1.2.1. General policy

The use of new technologies was further extended for the half-yearly production of the *Interinstitutional directory* and the publication of the *Bulletin of the European Union*, in that the computer systems were modernized and ongoing training was provided, in particular for proofreaders.

The introduction of teletransmission — using Route 400 — between the Office and the institutions in Brussels made the transmission of electronic documents more reliable. Increasing use is being made of this method for texts intended for publication.

Following the accession of Finland and Sweden, two new teams — Finnish and Swedish — were incorporated into the proofreading section without difficulty. The *Interinstitutional directory* and the Treaties (in part) were rapidly published in the course of the year, and it is expected that the Treaties will be available in full at the beginning of 1996.

Interinstitutional negotiations on drawing up a new edition of the *Vademecum for editors* are progressing well, and the use of ISO-type codes in all languages has been adopted.

The Editorial Committee for the *Interinstitutional directory* set the publication dates for 1996. The Office's Management Committee approved a system for apportioning budgetary contributions based on the number of pages in the paper edition for each institution.

1.2.2. Production

The year 1995 brought increased demands from author departments, in particular for the publication of sensitive material within very short deadlines.

Among the main works which were produced under particularly difficult circumstances, the following should be mentioned:

- Green Papers;
- White Papers;
- a set of publications on the Structural Funds;
- trans-European networks;
- *Europe in figures*.

The volume of work, following the trend in previous years, again increased slightly compared with 1994, as shown in the following table.

Output	1994	1995	% change
Number of titles	4 604	4 802	+ 4
Number of proofread pages	232 529	260 127	+ 12
Number of camera-ready pages	222 204	233 631	+ 5

1.2.3. Analysis of production

Table 4 — Output per institution

Institution	Proofread pages			Camera-ready pages		
	1994	1995	% change	1994	1995	% change
European Parliament	7 907	3 992	- 50	27 453	15 532	- 43
Council	9 329	17 630	+ 89	11 254	7 553	- 33
Commission ¹	115 041	135 805	+ 18	158 362	182 411	+ 15
Court of Justice	92 357	92 954	0	13 851	21 115	+ 52
Economic and Social Committee	1 404	3 206	+ 128	1 350	0	- 100
Court of Auditors	4 432	3 374	- 24	1 277	1 119	- 12
Cedefop	1 996	2 847	+ 43	7 193	5 471	- 24
European Investment Bank	63	319	+ 500	1 464	430	- 71
Total	232 529	260 127	+ 12	222 204	233 631	+ 5

¹ These figures include 722 proofread pages and 976 camera-ready pages for the European Foundation in Dublin, plus 232 proofread pages and 811 camera-ready pages for the European University Institute in Florence.

Table 5 — Number of proofread pages per language

Language	1994	1995	% change
ES	26 444	25 898	- 2
DA	22 253	21 974	- 1
DE	25 449	29 451	+ 16
EL	32 018	22 626	- 29
EN	31 578	33 232	+ 5
FR	28 371	31 324	+ 10
GA	21	1 519	—
IT	23 466	25 740	+ 10
NL	18 060	26 784	+ 48
PT	24 293	29 124	+ 20
FI		5 739	—
SV		6 014	—
Total	231 953 ¹	259 425 ²	+ 12

¹ Excluding 576 pages in Finnish, Hungarian, Norwegian, Polish, Romanian, Russian, Swedish, Czech, etc.

² Excluding 702 pages in Hungarian, Norwegian, Polish, Romanian, Russian, Czech, etc.

1.2.4. Official documents

The publishing of official documents (COM final, EP reports, ESC opinions) gives the general public access to the various stages of drafting official texts. EP reports are available only on microfiche.

Number of official documents per language: 1 370 in 1995 compared with 1 420 in 1994 (- 3.5%).

1.3. Databases and derived electronic products

1.3.1. CELEX

Work was completed on the priorities laid down by the Council, i.e. to clear the backlog of text input and making the consultation procedure more user-friendly.

The first priority was achieved by 1 July 1995, when full-text coverage for the nine languages ranged from 92.7 to 96.7% for sectors 1 to 4 (legislation), with variations ranging from 2.5% below the average to 1.5% above for the most complete language.

The second priority was achieved on 1 September 1995, when a trilingual user-friendly interface was made available to external users. At the end of 1995, it was decided to offer this interface in all language versions.

The preparatory work on the Finnish and Swedish versions is now complete. Loading of the Swedish and Finnish texts can therefore start at the beginning of 1996.

Language	Documents with text	Coverage (%)
ES	22 475	97.8
DA	22 335	97.1
DE	22 485	97.8
EL	22 087	96.1
EN	22 487	97.8
FR	22 514	97.9
IT	21 777	94.7
NL	22 333	97.1
PT	21 865	95.1
Total	200 358	96.8

CELEX has a unique place in the legal field, which makes it of interest not only to its users, but also to the European Parliament and the Council.

The Parliament's Legal Affairs Committee asked the Office to explain its strategy on CELEX to its members, and Coreper, on behalf of the Council, congratulated the Office on the progress made since CELEX was transferred.

A separate report on CELEX is given as an annex to this report.

1.3.2. IDEA (Interinstitutional directory of European administration)

Whereas the *Interinstitutional directory* is published regularly in hard copy, its electronic dissemination to the general public, planned for the first half of 1995, was put back to the first quarter of 1996.

This was because it was felt appropriate to add IDEA to the electronic documents disseminated on Internet, and for this, a fairly substantial modification of the dissemination programs was required.

Information on the European institutions and bodies, which is updated regularly, will also be accessible via telematics.

1.3.3. Documentary aids

1.3.3.1. Indexes, directory and catalogues

The rate of production of the *Alphabetical index and methodological tables* was the same as for the previous year, i.e. 11 monthly editions and one annual edition.

In 1995, the 24th and 25th editions of the *Directory of Community legislation in force* were issued.

Three quarterly versions and a cumulative edition (in 11 languages) of the *Catalogue of publications* were published.

The *Catalogue of documents* appeared in the form of 11 monthly lists and an annual edition (July 1994 — June 1995).

The catalogues and indexes are produced from the records stored in the Crenot database.

Volume published (pages)

Publication	1994	1995	% change
Alphabetical indexes:			
— monthly (November to October)	7 700	7 570	- 1.7
— annual	3 952	4 320	+ 9.3
Methodological tables:			
— monthly	3 840	3 540	- 7.8
— annual	2 940	3 850	+ 30.9
Directory (24th and 25th editions)	20 169	24 948	+ 23.7
Catalogue of publications:			
— 1994: one half-yearly issue	694		
— 1995: three quarterly issues		1 614	
— cumulative	2 492	3 227	+ 29.5
Catalogue of documents:			
— monthly lists	1 121	1 064	- 5
— annual edition	1 954	1 681	- 14
Total	44 862	51 814	+ 15.5

1.3.3.2. Mini-catalogue

In 1995, the Mini-catalogue was published in 11 language versions (with an average of 160 pages per language).

1.3.3.3. Eurovoc thesaurus

The *Eurovoc thesaurus* was published in the nine language versions. It comprises two volumes, containing a permuted alphabetical presentation and a thematic presentation.

Work has begun on the Finnish and Swedish versions, and, as a first step, 5 933 descriptors have been translated.

1.3.3.4. Consolidation of Community legislation

The computerized system for consolidating legislative texts came into operation at the beginning of 1994.

By the end of 1995, 140 sets of acts had been processed in this way, 75 of them in 1995.

The results of the first phase of this activity — documentary consolidation — are stored in the EUDOR archive, and are thus available for general dissemination.

1.3.3.5. *Electronic archives*

Following a call for tenders, a system of archiving and disseminating documents — EUDOR (European document repository) — was set up. This service, which has been available to the public since 1 January 1996, combines in a transparent way the two archives which the Office manages, i.e. Arcdon and ARCEL.

EUDOR provides images of the L and C series of the Official Journal and the COM documents. It is planned to input other publications, such as consolidated acts and decisions on mergers.

For some documents, the contents can also be supplied in text form Formex-SGML.

EUDOR is used intensively for the documentary codification of Community legislation. An interface between CELEX and EUDOR is being developed and will be available on 1 April 1996 for internal users.

The difference in structure between EUDOR and the old Arcdon archive precludes direct comparison of their contents.

The following table gives details of the loading and the use of the two archives.

	1994	1995	% change
Number of pages loaded:			
— OJ L	167 662	222 476	+ 32.7
— OJ C	168 227	129 630	- 22.9
— COM documents	147 063	86 674	- 41.1
— Secondary legislation	—	13 859	—
Number of orders	9 651	60 488	+ 526.8
Number of pages delivered	210 077	353 482	+ 68.3

2. Sales policy and the results obtained

2.1. General organization

2.2. Sales promotion

2.3. Information campaigns

2.4. Customer support

2.5. Sales results

2.1. General organization

2.1.1. Sales network

2.1.1.1. Conventional publications

In 1995, the sales network for conventional publications remained fairly stable.

On 31 December 1995, the network consisted of:

- 40 official agents worldwide (32 in Europe, 22 of which are in the European Union);
- 53 Euro-booksellers in the Community;
- seven agents specializing in document delivery.

The Office's annual meeting of sales offices was held in The Hague on 15 and 16 June. The main points discussed were:

- sales figures;
- possibilities for enhancing the 'capillarity' of the networks;
- presentation of the new organization of the sales unit and the other networks for distributing electronic products;
- publications by the new agencies;
- the EUDOR project for document delivery;
- cooperation on promotion (catalogues and *EUR-OP News*);
- use of the CATEL base;
- analysis of Eurostat's publications and its special requirements as an author department.

2.1.1.2. Electronic publications

1. Expansion of the network of official on-line agents (gateways) continued. By the end of the year the whole of the European Union was covered except for the Netherlands and Luxembourg.

Outside the EU, the network covers Iceland, Israel, Norway, Switzerland and North America (USA and Canada). Of 18 gateways for which there were contracts, 16 were fully operational.

In the same way as for the sales network for conventional publications, a meeting of the on-line agents was held in Luxembourg on 23 and 24 October. It was the occasion for a fruitful exchange of views and experience.

2. Simultaneously with the expansion of the gateways network, the Office continued the restructuring of its licence contracts. By the end of 1995 these totalled 66.
3. The sales network for off-line products also grew. By the end of 1995 it consisted of 14 agents and 24 distributors.

Document delivery

In addition, the Office took the first steps towards renovating its document delivery network with a view to the impending start-up of the EUDOR system. An invitation to tender is planned for the beginning of 1996, to find partners for a network which would cover at least the EU.

In addition, initial contacts have been made with a view to disseminating EUDOR data under operating licences.

2.1.2. Invoicing

In 1995, the Office sent out 25 538 invoices (15.6% less than in 1994) for a total of ECU 20 559 426 (3.6% more than in 1994).

Invoices for electronic products accounted for almost half (48%) of all invoices, and the share of electronic products in the total amount invoiced rose from 19% in 1994 to 22.5% in 1995.

As regards paper products, ordering via CATEL and sending orders in weekly batches to the sales offices meant that the number of invoices was reduced to 13 324 (45% less than in 1994).

2.1.3. Stock management/orders

In order to provide a faster customer service, the Office developed a system for triggering reprints of publications which gave very encouraging results.

The mechanism for reproduction on demand in batches of videos, published documents and other types of publications proved very efficient. The mechanism for reproduction on demand of single copies of publications will be further improved, in particular for certain publications in the scientific and technical fields.

2.1.4. Distribution to relay centres

At the end of 1995, the numbers of the various relay centres serviced by the Office were as follows:

- Euro-Info Centres (Euroguichets): 232 (+ 28, mainly in the new Member States);
- full documentation centres: 256 (+ 18);
- specialized documentation centres: 200 (+ 5);¹
- depository libraries: 86 (no change);
- 'reduced' depository libraries: 16 (no change);
- European reference centres: 191 (- 2);
- rural development forums: 59 (+ 12).

Since the end of 1994, the Office has also serviced the *UK public information relays*, which were set up at the joint request of the Commission's DG X (Information, Communication, Culture and Audiovisual Media) and the Commission's office in London. These relays, of which there were 58 at the end of 1994, now total 151.

It should be noted that the range of publications which are distributed automatically is expanding all the time, particularly as regards the free publications issued by the various Commission departments or certain institutions.

In addition, the Office continues to administer the distribution of free copies of the Official Journal, both by regular dispatch and as single issues.

2.2. Sales promotion

2.2.1. Fairs and exhibitions

The Office was represented at 30 events:

- five book fairs with direct involvement;
- four IT fairs with direct involvement in the Commission's joint stand;
- three IT fairs with direct involvement;
- 18 electronics fairs or book fairs with indirect involvement via a third party.

¹ It should be noted that several specialized documentation centres and European reference centres were promoted to being full documentation centres.

2.2.2. Publicity campaigns

The Office distributed several types of publicity literature:

- (i) catalogues;
- (ii) leaflets: 22 publicity leaflets were distributed, totalling 1 700 000 copies, an increase of 193% over 1994.

Breakdown of subscriptions to catalogues

Publication	1994	1995
Eurostat catalogue	24 200	53 900
Mini-catalogue	195 800	199 000
Publications catalogue	52 500	53 900
Documents catalogue	11 200	9 600
Video catalogue	7 950	8 100
Publications (SCAD)	4 200	4 200
Dublin Foundation	670	674
Cedefop	52 500	53 900
Total	349 020	383 274

Some 12 advertisements were drafted and produced for insertion in external magazines. In addition, seven advertisements were published in the Official Journal in the various language versions.

2.2.3. Marketing operations

Six marketing projects were carried out during 1995, namely:

- general study directed at the sales offices (questionnaire with 17 questions);
- study on promoting the Eurostat yearbook and *Europe in figures*;
- study on the Official Journal of the OHIM and the Official Gazette of the CPVO;
- study on *Panorama of EU industry*;
- study on subscriptions to *Euroscientia Forum*, to determine targets, set the price of subscriptions and single copies, and select journals to carry advertisements;
- study to devise an electronic system of rapid information on new publications for the sales offices.

2.2.4. EUR-OP News

The total print run for *EUR-OP News* rose from 267 000 to 312 000. A Danish version was added to the existing language versions, making a total of eight. It is planned to publish Finnish and Swedish versions in the course of 1996.

The three main distribution channels for *EUR-OP News* are:

- direct subscriptions using the forms enclosed with the periodical;
- subscriptions through the sales offices network;
- subscriptions taken out at book fairs and other specialist exhibitions at which the Office is represented.

At the end of 1994 the mailing list accounted for 166 292 copies. In the course of 1995 this figure rose to 200 191.

This increase is due mainly to an increase in individual orders from 93 308 to 131 693 following a major publicity campaign to inform the citizens of Europe of the variety of EUR-OP publications by means of *EUR-OP News*.

Since 1995, *EUR-OP News* has also been accessible on Internet, via the Europa server. This has been a great success, with 26 500 visits in December 1995 alone.

2.3. Information campaigns

The Office's involvement in information campaigns is an increasingly important part of its activities.

In 1995, the Office took part in 38 internal presentations (668 participants) and in various external information activities.

In addition, it handled a considerable number of information documents, either directly through info-points or in conjunction with various relay centres.

The tables below give details of these activities.

Table 6 — Information visits to the Publications Office in 1995

Type and number of visitors ¹	Country
Teachers (28)	Austria Hungary
Officials (143)	Finland Sweden Germany
Students (166)	Luxembourg Germany Austria Finland France
Politicians (20)	Germany
Journalists (20)	Germany
Librarians/documentalists (94)	Denmark Finland United Kingdom
Members of cultural organizations (20)	Germany
Industrialists (62)	Finland
Administrators (61)	Germany Central Europe Sweden
Scientists (4)	Russia
Farmers (50)	Germany

¹ This list is not exhaustive, since some groups were of mixed nationalities or professions.

Table 6a — External presentations

Audience	Location
Librarians	Luxembourg Han-sur-Lesse Antwerp
Translators	Luxembourg
Documentalists	Brussels
Other European documentalists	Brussels (x 4) Turku (Finland)
New officials	Brussels (x 10)
Journalists	Maastricht (x 4)
Company heads	Ankara Istanbul
Managers	Athens
Groups of database users	London (x 5) Paris Brussels Linz Frankfurt Tel Aviv
Lawyers	Brussels (x 2)

Table 6b — Requests for information and visitors

Place	Requests/visitors
Info-point (Grand rue)	2 000 visitors/year
Info-point (rue Mercier)	7 000 visitors/year
Telephone enquiries	approximately 6 500 replies
Postal enquiries	approximately 2 500 replies
Items dispatched	15 000 letters to: — sales offices (60%) — information offices network (25%) — other institutions and agencies (10%) — other (5%)

2.4. Customer support

The electronic products sector has also seen the development of customer support activities.

These take the form of:

1. user training courses, given by subcontractors to the Office. There were 18 training courses attended by 90 people;
2. help desk. Since there are too many calls for a satisfactory service to be guaranteed, an invitation to tender has been issued in order to subcontract this operation as from 1996;

3. various documentation products, as follows:

- *European Union database directory*
 - 35 000 copies of the EN version (an FR version is planned for 1996);
- *Eurobases Information Bulletin* (newsletter for on-line customers)
 - five issues have already appeared (5 000 copies per issue);
- database fact sheets
 - APC (EN, FR, DE),
 - CD Panorama (EN),
 - CELEX: improving access to EC law (EN, FR),
 - TED (EN, FR, DE),
 - RAPID (EN, new version);
- user guide
 - APC quick reference guide (EN, FR),
 - Sesame user guide (EN),
 - RAPID user guide (EN, FR, DE),
 - TED user guide (EN),
 - SCAD menu-driven interrogation (EN, FR, DE);
- CELEX documentation
 - CELEX guide to the menu-driven interface (EN),
 - adaptation and translation of CELEX menus,
 - FR and DE translations of documentation,
 - CELEX demonstration product on Power Point;
- miscellaneous
 - help-desk contact cards.

4. close contacts with author departments and computer centres to make electronic products more user-friendly and accessible.

2.5. Sales results

2.5.1. Non-electronic publications

2.5.1.1. Periodicals

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

Overall, the number of subscribers remained more or less the same (+ 0.13%).

Table 7 — Overview of subscription trends

Publication	1994	1995	Change (%)
Official Journal:			
— L + C series (paper) ¹	15 831	15 961	+ 0.82
— S series (paper) ²	14 890	14 730	- 1.07
— L + C series (microfiche)	1 353	1 307	- 3.4
— C series (competitions)	6 397	7 509	+ 17.38
Publications other than the OJ	24 382	23 389	- 4.07
Documents	4 517	4 562	+ 0.1
Total	67 370	67 458	+ 0.13

¹ Including 139 subscriptions for the sales offices.

² Including 121 subscriptions for the sales offices.

(a) *Official Journal*

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

In spite of the two new language versions, the number of subscribers remained the same, since a number of subscribers to the two new versions were previously subscribers to the English version.

The fact that some customers are increasingly interested not in a full service but in targeted information, which can be obtained from other products and alternative services, means that the beginnings of a downward trend can be expected. Customers are becoming increasingly conscious of the intrinsic costs of scanning the information received through subscriptions. Technological developments are causing substantial reductions in all microfiche subscriptions.

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

Language	L + C series (paper)		S series (paper)		L + C series (microfiche)	
	1994	1995	1994	1995	1994	1995
ES	2 123	2 026	300	275	172	169
DA	556	545	834	781	44	42
DE	2 268	2 256	2 687	3 033	212	209
EL	382	365	56	51	6	3
EN	3 125	2 993	6 067	5 573	350	313
FR	3 099	3 109	2 143	2 286	345	353
IT	2 481	2 470	1 471	1 278	100	100
NL	1 039	1 039	1 147	1 128	101	98
PT	758	686	185	154	23	17
FI	—	224	—	15	—	1
SV	—	248	—	156	—	2
Total	15 831	15 961	14 890	14 730	1 353	1 307

(b) *Other publications*

Table 9 shows the trends in subscriptions to periodicals other than the Official Journal. There was an overall decrease of 4.07%. The remarks made above concerning the Official Journal also apply here. In addition, it was not always possible to keep to the publication dates for some subscriptions, and others were discontinued.

Cuts in government budgets and in non-essential expenditure in the private sector also contributed to this decrease.

The new subscriptions, some of which are very promising, such as those to the Official Journal of the OHIM, only started towards the end of the year and are still not fully-fledged in terms of sales.

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

Title	1994	1995	Change (%)
<i>Parliament</i>			
Debates (paper version)	354	309	- 12.71
Debates (microfiche version)	72	54	- 25.00
<i>Total</i>	426	363	- 14.80
<i>Commission</i>			
<i>(a) General publications</i>			
— Bulletin of the European Union + all supplements	3 839	3 747	- 2.4
— Agricultural markets: prices	194	133	- 31.44
— Recent publications of the European Communities received by the library	126	83	- 34.13
— Energy in Europe ¹	1 016	826	- 18.70
— European Economy + Supplements A and B	2 743	2 622	- 4.41
— Euroabstracts	415	348	- 16.14
— Terminologie et traduction	—	—	—
— SCAD Bulletin	112	74	- 33.93
— Social Europe (3 issues) + supplements	2 078	1 555	- 25.17
— Results of the business survey	220	165	- 25.00
— European documentation/Europe on the move	2 068	2 016	- 2.52
— European University news	95	82	- 13.68
<i>Total general publications</i>	12 906	11 651	- 9.72
<i>(b) Eurostat publications</i>			
— Rapid reports	153	158	+ 3.27
— ECU-EMS information	323	304	- 5.88
— Eurostatistics	1 139	1 064	- 6.58
— Consumer price index	328	299	- 8.84
— Quarterly national accounts ESA	207	163	- 21.26
— Money and finance: quarterly data	248	216	- 12.90
— Iron and steel: monthly statistics	252	212	- 15.87
— Commerce, services and transport (monthly)	64	51	- 20.31
— External trade: monthly statistics	459	373	- 18.74
— Agricultural prices: selected series from the Cronos databank	286	231	- 19.23
— Industrial trends	276	263	- 4.71
— Energy: monthly statistics ¹	764	396	- 48.16
— Agricultural production ¹	578	536	- 7.27
— Unemployment (monthly bulletin)	328	284	- 13.42
— Panorama of EU industry	116	126	+ 8.62
— Ecustat ²	—	10	—
— Balance of payments ²	—	66	—
<i>Total Eurostat publications</i>	5 521	4 752	- 13.93
<i>Total Commission publications</i>	18 427	16 403	- 10.98
<i>Cedefop</i>			
Vocational training	2 958	3 016	+ 1.96

Table 9 (cont.) — Trends in subscriptions to publications other than the Official Journal

Title	1994	1995	Change (%)
<i>Court of Justice</i>			
Reports of European Community staff cases		22	
Reports of cases before the Court and Reports of European Community staff cases		498	
Reports of cases before the Court		1 661	
Total	2 571	2 181	- 15.17
<i>New agencies</i>			
Official Gazette of the Community Plant Variety Office ²		348	
Official Journal of the Office for Harmonization in the Internal Market ²		1 078	
Grand total	24 382	23 389	- 4.07

¹ Since 1995 the full subscription to these publications has been discontinued.

² New subscriptions in 1995.

Table 10 — Trends in document subscriptions

Title	1994	1995	Change (%)
<i>Parliament</i> ¹			
Reports — microfiche subscriptions	154	123	- 20.13
<i>Commission</i> ¹			
COM documents:			
— full subscriptions	250	268	+ 7.2
— selective subscriptions	2 343	2 447	+ 4.44
— microfiche subscriptions	216	187	- 13.43
Total	2 809	2 902	+ 3.31
<i>Economic and Social Committee</i> ¹			
Opinions:			
— full subscriptions	141	106	- 24.82
— selective subscriptions	1 256	1 308	+ 4.14
— microfiche subscriptions	157	123	- 21.66
Total	1 554	1 537	- 1.09
Grand total	4 517	4 562	+ 0.1

¹ Figures include interinstitutional subscriptions.

2.5.1.2. Monographs

First-time entries in the publications catalogue in 1995 (excluding periodicals)

1 418 new titles were added to the catalogue during 1995, an increase of 37% over 1994.

**Table 11 — First-time entries in the publications catalogue in 1995
(by institution/organization)**

Institution	Quantity
Parliament	20
Council	13
EIB	4
Florence University Institute	9
European Supply Agency	2
ESC	1
Cedefop	19
Court of Auditors	9
Court of Justice	8
European Foundation, Dublin	18
OHIM	1
Medicinal Products Evaluation Agency	2
Environment Agency	13
Committee of the Regions	9
Publications Office	36
All institutions	11
Commission:	
— Eurostat	106
— Sec. Gen.	54
— DG I	12
— DG II	1
— DG III	18
— DG IV	8
— DG V	34
— DG VI	20
— DG VII	3
— DG IX	2
— DG X	65
— DG XI	47
— DG XII	345
— DG XIII	193
— DG XIV	8
— DG XV	17
— DG XVI	41
— DG XVII	24
— DG XIX	4
— DG XXI	3
— DG XXII	38
— DG XXIII	25
— DG XXIV	3
— Translation Service	2
— ECHO	3
— Information Office	8
— Informatics Directorate	2
— JRC (Ispra, Geel, Karlsruhe and Petten)	157
Total Commission	1 240
Total	1 418

Tables 12 and 13 list the best-selling titles according to number of copies sold and sales value respectively.

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

Ranking	Title	Quantity	Net sales value (ECU)
1	Community scale for the classification of carcasses of adult bovine animals	12 974	2 465.06
2	Community scale for the classification of carcasses of adult ovine animals	9 706	1 854.14
3	Europe in figures — fourth edition	7 064	40 362.00
4	Political map — 'The enlarged European Union' — large format — folded	6 334	16 856.84
5	Basic statistics of the European Union, 32nd edition, 1995	6 114	30 533.62
6	Political map — 'The enlarged European Union' — large format — flat	5 773	15 805.72
7	General Report on the Activities of the European Union, 1994	5 694	58 437.72
8	Interinstitutional directory — European Union — March 1995 edition	5 579	33 924.16
9	Eurostat yearbook 1995	4 807	55 233.00
10	Community scale for the classification of carcasses of light lambs	4 643	883.17
11	European Union — Selected instruments taken from the Treaties — Book I, Volume I, 1995 edition	4 358	67 652.00
12	Community legislation on machinery — Europe in figures	4 132	23 569.20
13	Political map — 'The enlarged European Union' — large format — plasticized	3 561	47 382.30
14	European Union — Selected instruments taken from the Treaties — Book I, Volume II, 1995 edition	3 242	28 855.34
15	XXIIIrd Report on Competition Policy	2 998	25 119.16

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

Ranking	Title	Quantity	Net sales value (ECU)
1	European Union — Selected instruments taken from the Treaties — Book I, Volume I, 1995	4 358	67 652.00
2	Official Journal L 345/94 — legislation (Combined nomenclature)	1 613	65 452.20
3	General Report on the Activities of the European Union, 1994	5 694	58 437.72
4	Eurostat yearbook 1995	4 807	55 233.00
5	Europe's environment — the Dobris assessment	2 268	47 454.00
6	Political map — 'The enlarged European Union' — large format — plasticized	3 561	47 382.30
7	The rules governing medicinal products in the European Union — Volume I	1 873	46 727.22
8	Aides et prêts de l'Union européenne	2 544	43 075.20
9	Official Journal L 381/94 — legislation (Dangerous substances)	749	42 307.28
10	Europe in figures — 4th edition	7 064	40 362.00
11	Interinstitutional directory — European Union — March 1995 edition	5 579	33 924.16
12	Basic statistics of the European Union — 32nd edition, 1995	6 114	30 533.62
13	Official Journal L 259/95 — legislation (Combined nomenclature)	667	29 908.28
14	European Union — Selected instruments taken from the Treaties — Book I, Volume II, 1995 edition	3 242	28 855.34
15	XXIIIrd Report on Competition Policy	2 998	25 119.16

2.5.2. Electronic publications

2.5.2.1. Customer trends

1. Direct customers

Table 14 gives the trend in the number of contracts managed directly by the Office. This trend is, of course, the direct result of the growth in the gateways network and the related customer-transfer operations.

Table 14 — Number of contracts

Customers	1994	1995
ECHO/TED:		
— End users	5 075	4 127
— Euro-Info Centres	182	176
— Special customers (including NAPs)	37	46
Total	5 294	4 349
Eurobases customers:		
— Standard customers	1 181	753
— Press (50% discount on RAPID)	37	43
— Universities (50% discount)	30	39
— External translators	8	17
— Rural Information Forums	24	38
— Data suppliers	5	5
— EDC	192	223
— EIC	162	181
— BC-Net/BCC	25	25
— Permanent representations	8	10
— Urban information forums	3	7
— Other	9	14
Total	1 684	1 355
Grand total	6 978	5 704

2. Licences

The numbers of current licences for each database (one contract may cover several bases) are as follows:

- TED: 48,
- CELEX: 23,
- RAPID: 3,
- SCAD: 3,
- INFO 92: 3,
- Sesame: 1,
- ECLAS: 1,
- Statistical bases: 2.

Commercial interest focuses predominantly on TED and CELEX.

2.5.2.2. Invoicing of on-line products

Table 15 gives the details for each commercially available database of 'direct' invoicing (by the Office to customers), 'gateway' invoicing (by the Office to gateways for their customers' consumption) and 'licence' invoicing (annual royalties invoiced to licence-holders).

It should be noted that:

1. in some cases transferring customers to gateways caused a hiatus in the renewal of subscriptions. Some former direct customers will renew their subscriptions to gateways only in 1996;
2. gateway invoices contain a 'rebate' element which reduces the net amount and which was obviously not applicable under the direct invoicing system.

Table 15 — Invoicing of on-line electronic products

	1994 (ECU)	1995 (ECU)	% change
1. Eurobases invoices			
1.1. CELEX			
— direct	441 388.00	269 031.00	
— licences	107 269.00	344 906.35	
— gateways		91 604.01	
Total	548 657.00	705 541.36	+ 28.59
1.2. SCAD			
— direct	28 047.00	13 103.00	
— licences	6 888.00	34 994.40	
— gateways		4 309.45	
Total	34 935.00	52 406.85	+ 50.01
1.3. INFO 92			
— direct	14 944.00	3 538.00	
— licences	6 978.00	18 463.40	
— gateways		1 495.22	
Total	21 922.00	23 496.62	+ 7.18
1.4. ECLAS			
— direct	6 572.00	2 588.00	
— licences		2 887.50	
— gateways		390.25	
Total	6 572.00	5 865.75	- 10.75
1.5. RAPID			
— direct	301 934.00	215 683.00	
— licences	12 667.00	48 667.00	
— gateways		19 452.82	
Total	314 601.00	283 802.82	- 9.79
1.6. Sesame			
— direct	3 693.00	985.00	
— licences		3 375.00	
— gateways		615.82	
Total	3 693.00	4 975.82	+ 34.74
1.7. Eurocron			
— direct	6 474.00	1 404.00	
— gateways		511.45	
Total	6 474.00	1 915.45	- 70.41
1.8. ABEL			
— direct	8 936.00	8 724.00	
— gateways		4 517.19	
— document delivery	122.00	986.00	
Total	9 058.00	14 227.19	+ 57.07

Table 15 (cont.) — Invoicing of on-line electronic products

	1994 (ECU)	1995 (ECU)	% change
1.9. OIL			
— direct	686.00	515.00	
— gateways		271.89	
Total	686.00	786.89	+ 14.71
1.10. APC			
— direct ¹		565.00	
— gateways		26.25	
Total		591.25	
1.11. REGIO			
— licences		1 720.00	
1.12. Cronos			
— licences		4 450.00	
1.13. Comext			
— licences		3 100.00	
1.14. Other			
— licences	8 936.00	48 500.00	
Total Eurobases invoices	955 534.00	1 151 380.00	+ 20.50
2. ECHO invoices			
TED on-line ²			
— direct	1 319 382.00	891 548.00	
— licences	296 520.00	760 167.98	
— gateways		60 998.36	
Total ECHO invoices	1 615 902.00	1 712 714.34	+ 5.99
Grand total	2 571 436.00	2 864 094.34	+ 11.38

¹ Base opened in October 1995, fees charged as from 1 November 1995.

² Including cost of displaying documents on-screen.

2.5.2.3. Off-line products

Table 16 gives the details of invoicing for off-line products.

Table 16 — Invoicing of off-line electronic products

	1994 (ECU)	1995 (ECU)	Change (%)
Comext CD-ROM	367 050.0	435 492.0	18.65
Eurostat CD-ROM	60 037.5	24 348.8	- 59.44
OJ on electronic medium	29 848.0	20 309.5	- 31.96
Business and consumer survey results DG II	4 652.0	350.0	- 92.48
Cordis CD-ROM	0.0	92 229.5	
CD Panorama of EU industry 1994	10 140.0	21 432.0	111.36
Eurofarm CD	0.0	550.0	
Eurovoc thesaurus on magnetic tape	6 287.0	3 450.0	- 45.12
Total	478 014.5	598 161.8	+ 25.13

3. Joint publishing and copyright

3.1. Introduction

3.2. Joint publishing

3.3. Copyright

3.4. Fixed payments and royalties

3.1. Introduction

The statistics below give the impression that the number of joint publishing and copyright contracts concluded by the Office was substantially comparable to that for the previous two years. However, the true situation is quite different, since the number and complexity of the dossiers handled continued to increase. The result was that, for the first time, the Office was unable to meet all the requests for assistance which it received.

The number of requests received by the Office grew, in particular those from the Commission, which asked the Office to take on the task of licensing commercial publishers to produce the Commission's scientific and technical texts.

It should be noted that of the 19 joint publications produced in 1995, eight (i.e. approximately 40%) were CD-ROMs, seven being updates and one a new work (*RegioMap*). *RegioMap* now makes it possible to display Eurostat statistics geographically both on-screen and on paper.

The projects for the joint publication of CD-ROMs required substantial investment in terms of time and skills. However, the Office acquired some useful experience in the fields of publishing and contracts which — depending on available resources — should be a help in expanding joint publishing activities of this kind. As regards the institutions, the advantage of publishing a CD-ROM jointly with the Office, as against their relying on their own resources, lies, on the one hand, in the specialized skills to which joint publishing agreements give access and, on the other, in the reduced amount of investment required on the part of the institutions concerned.

Of the 11 joint publications produced in 1995 in conventional hard copy, six were new volumes of *Equality in law between men and women in the European Community*, published jointly in French with Bruylant and in English with Martinus Nijhoff, a subsidiary of Kluwer. Of the 32 volumes which will make up the complete series, 14 have now appeared in the two languages. The remaining 18 volumes are due to appear in 1996.

3.2. Joint publishing

Some 19 joint publications were produced in 1995, compared with 25 in 1994. Although only six joint publishing contracts were concluded during the year, 21 were being negotiated at the end of 1995.

3.3. Copyright

Licences granted	1992	1993	1994	1995
Reproduction in full				
— Maps	14	8	10	9
— Logos etc.	—	—	6	2
— Photographs	—	—	8	9
— Publications	31	46	51	42
Translation rights	21	13	16	16
<i>Subtotal 1</i>	<i>66</i>	<i>67</i>	<i>91</i>	<i>78</i>
Partial reproduction	153	207	148	148
<i>Subtotal 2</i>	<i>219</i>	<i>274</i>	<i>239</i>	<i>226</i>
Opinions/information	67	144	165	180
Grand total	286	418	404	406

3.4. Fixed payments and royalties

In 1995, invoices were issued for fixed payments and royalties totalling ECU 94 953 (ECU 98 278 in 1994).

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budgetary expenditure in 1995 was ECU 52 446 280.93. Overall expenditure represented 99.08% of the budget available (ECU 52 928 000), and broke down as follows:

- 85.81% (ECU 45 419 544.66) in payment appropriations;
- 13.27% (ECU 7 026 736.27) in appropriations carried forward from 1995 to 1996.

The rate of utilization of appropriations varied from one title to another, as shown in the table below.

	Appropriations available	1995 expenditure					
		Expenditure 31.12.1995	%	Appropriations carried forward	%	Total	%
Title 1	31 562 150	29 683 370.25	94.04	1 408 585.33	4.46	31 091 955.58	98.50
Title 2	18 901 850	15 292 841.19	80.91	3 598 700.81	19.04	18 891 542.00	99.95
Title 3	2 464 000	443 333.22	17.99	2 019 450.13	81.96	2 462 783.35	99.95
Total	52 928 000	45 419 544.66	85.81	7 026 736.27	13.27	52 446 280.93	99.08

The very high proportion of appropriations carried forward under Title 3 was due partly to the two major difficulties which had a very adverse effect on 1995, namely:

1. supplementary and amending budget 1/95 relating to the accession of the three new Member States was not available until May 1995. The amount involved (ECU 7 428 000) is a considerable sum for the Office's budget, all the more since some 50% of this amount (ECU 3 859 000) represents expenditure on staff;
2. the sum of ECU 2 000 000, which was suspended by the European Parliament when it voted on 15 December 1994 on the Office's budget of ECU 45.5 million, became available only at the end of October 1995.

The Office's internal transfer procedures were also affected by the fact that these appropriations were not immediately available. The first three procedures were purely technical, and consisted of adapting available resources to the most compelling needs, certain appropriations being restored in the original budget lines when the appropriations from supplementary and amending budget 1/95 became available. One of the other transfers also entailed a transfer of ECU 485 000 from Title 2 to Title 1, but this was a technicality, since the purpose of the expenditure remained the same.

Table 17 recapitulates the Office's expenditure for 1994 and gives details of the utilization of the 1995 budget appropriations.

Table 18 gives a breakdown by department of Publications Office expenditure in 1995.

Table 19 shows the amounts invoiced *pro-forma* for services rendered to the institutions by the various departments of the Publications Office.

Table 17 — Budget out-turn in 1995

(ECU)

Item	Heading	1995 appropriations			1995 expenditure			Total expenditure in 1994
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1995	Appropriations carried forward	Total expenditure	
1100	Basic salaries	19 815 000	- 1 230 000	18 585 000	18 460 958.56	0.00	18 460 958.56	17 165 877.60
1101	Family allowances	2 255 000	- 170 000	2 085 000	2 048 982.41	0.00	2 048 982.41	1 929 524.93
1102	Expatriation allowances etc.	2 558 000	- 95 000	2 463 000	2 443 556.78	0.00	2 443 556.78	2 240 919.16
1103	Secretariat allowances	178 000	3 000	181 000	176 488.84	0.00	176 488.84	167 321.56
	Total Article 110	24 806 000	- 1 492 000	23 314 000	23 129 986.59	0.00	23 129 986.59	21 503 643.25
1110	Auxiliary staff	1 238 000	1 431 500	2 669 500	2 667 463.29	0.00	2 667 463.29	815 418.13
1120	Further training for staff	95 000	157 000	252 000	61 531.27	190 468.74	252 000.01	83 300.01
1130	Sickness insurance	672 000	- 30 000	642 000	632 883.97	0.00	632 883.97	589 778.09
1131	Accident insurance	137 250	8 000	145 250	141 799.70	0.00	141 799.70	116 217.38
1132	Unemployment insurance	1 000	5 000	6 000	3 352.78	0.00	3 352.78	1 184.19
	Total Article 113	810 250	- 17 000	793 250	778 036.45	0.00	778 036.45	707 179.66
1140	Birth/death grants	800	20 000	20 800	10 210.09	0.00	10 210.09	202.75
1141	Annual leave travel expenses	350 500	0	350 500	347 426.30	0.00	347 426.30	309 234.91
1144	Local travel allowances	0	0	0	0.00	0.00	0.00	0.00
1147	Shiftwork/standby allowances	12 300	5 000	17 300	16 866.14	0.00	16 866.14	13 380.63
	Total Article 114	363 600	25 000	388 600	374 502.53	0.00	374 502.53	322 818.29
1150	Overtime	50 000	0	50 000	49 807.26	0.00	49 807.26	52 300.83
	Total Article 115	50 000	0	50 000	49 807.26	0.00	49 807.26	52 300.83
1174	Freelance proofreaders	1 590 000	180 000	1 770 000	1 347 548.89	422 451.11	1 770 000.00	1 635 000.00
1175	Other work sent out	70 000	98 000	168 000	131 405.97	36 594.03	168 000.00	210 000.00
	Total Article 117	1 660 000	278 000	1 938 000	1 478 954.86	459 045.14	1 938 000.00	1 845 000.00
1181	Travel expenses	56 000	- 35 000	21 000	19 197.57	1 802.43	21 000.00	34 000.00
1182	Installation allowances	294 000	- 225 000	69 000	55 742.71	13 257.29	69 000.00	75 000.00
1183	Removal expenses	122 000	- 52 000	70 000	50 922.31	19 077.69	70 000.00	45 000.00
1184	Temporary subsistence allowance	524 000	- 125 000	399 000	378 469.10	20 530.90	399 000.00	398 000.00
	Total Article 118	996 000	- 437 000	559 000	504 331.69	54 668.31	559 000.00	552 000.00

1190	Weightings	102 000	38 000	140 000	138 665.31	0.00	138 665.31	106 047.58
1191	Provisional appropriations	250 000	- 500	249 500	0.00	0.00	0.00	0.00
	Total Article 119	352 000	37 500	389 500	138 665.31	0.00	138 665.31	106 047.58
	Total Chapter 11	30 370 850	- 17 000	30 353 850	29 183 279.25	704 182.19	29 887 461.44	25 987 707.75
1300	Mission expenses etc.	302 000	0	302 000	269 316.59	32 683.41	302 000.00	357 100.00
	Total Chapter 13	302 000	0	302 000	269 316.59	32 683.41	302 000.00	357 100.00
1400	Restaurant/canteen running costs	20 000	- 16 000	4 000	1 822.21	2 177.79	4 000.00	7 999.99
1401	Canteen alterations	10 000	16 000	26 000	8 318.71	17 681.29	26 000.00	22 000.00
1402	Exceptional alterations	0	485 000	485 000	0.00	483 409.50	483 409.50	0.00
	Total Chapter 14	30 000	485 000	515 000	10 140.92	503 268.58	513 409.50	29 999.99
1520	Seconded nation officials	40 000	0	40 000	11 860.75	26 139.25	38 000.00	83 000.00
	Total Chapter 15	40 000	0	40 000	11 860.75	26 139.25	38 000.00	83 000.00
1610	Staff social contacts	23 200	17 000	40 200	29 146.44	11 053.56	40 200.00	23 500.00
1620	Other welfare expenditure	2 100	0	2 100	1 884.64	0.00	1 884.64	1 881.73
1630	Early Childhood Centre	305 000	0	305 000	173 742.54	131 257.46	305 000.00	285 000.00
	Total Chapter 16	330 300	17 000	347 300	204 773.62	142 311.02	347 084.64	310 381.73
1701	Entertainment/representation expenses	4 000	0	4 000	3 999.12	0.88	4 000.00	5 400.00
	Total Chapter 17	4 000	0	4 000	3 999.12	0.88	4 000.00	5 400.00
	Total Title 1	31 077 150	485 000	31 562 150	29 683 370.25	1 408 585.33	31 019 955.58	26 773 589.47
2000	Rent	4 480 000	- 265 000	4 215 000	4 192 145.90	22 030.75	4 214 176.65	3 606 530.00
2010	Insurance	16 000	- 1 500	14 500	7 815.69	6 409.31	14 225.00	15 650.52
2020	Water, gas, etc.	572 000	- 30 000	542 000	426 464.03	115 476.97	541 941.00	517 159.49
2030	Cleaning/maintenance	620 000	50 000	670 000	414 872.62	255 127.17	669 999.79	627 406.73
2040	Fitting-out of premises	835 000	- 485 000	350 000	58 925.66	290 988.28	349 913.94	14 500.00
2050	Building security/surveillance	645 000	0	645 000	495 953.51	149 046.47	644 999.98	556 199.89
2090	Other expenditure on buildings	115 500	23 000	138 500	84 209.23	54 287.51	138 496.74	103 592.70
	Total Chapter 20	7 283 500	- 708 500	6 575 000	5 680 386.64	893 366.46	6 573 753.10	5 441 039.33

Table 17 (cont.) — Budget out-turn in 1995

(ECU)

Item	Heading	1995 appropriations			1995 expenditure			Total expenditure in 1994
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1995	Appropriations carried forward	Total expenditure	
2100	Computer centre operations	2 377 000	– 150 000	2 227 000	1 763 995.02	462 477.09	2 226 472.11	1 959 915.46
2120	Staff costs for computer operations	367 000	– 8 000	359 000	172 395.00	1 058 987.00	1 231 382.00	124 995.50
2140	Outside analysis/programming	1 255 000	158 000	1 413 000	539 158.00	0.00	539 158.00	1 249 997.10
	Total Chapter 21	3 999 000	0	3 999 000	2 475 548.02	1 521 464.09	3 997 012.11	3 334 908.06
2200	New purchases of equipment	262 000	143 000	405 000	54 802.15	350 014.77	404 816.92	46 704.00
2201	Replacement of equipment	40 000	– 40 000	0	0.00	0.00	0.00	7 564.00
2202	Hire of equipment	448 000	24 000	472 000	418 800.47	53 165.96	471 966.43	438 204.30
2203	Maintenance of equipment	270 000	0	270 000	203 131.76	65 909.77	269 041.53	248 743.03
2204	Electronic office equipment	5 000	0	5 000	1 371.78	3 627.94	4 999.72	15 330.00
	Total Article 220	1 025 000	127 000	1 152 000	678 106.16	472 718.44	1 150 824.60	756 545.33
2210	New purchases of furniture	81 000	73 500	154 500	78 689.25	75 503.12	154 192.37	114 486.67
2211	Replacement of furniture	1 000	– 1 000	0	0.00	0.00	0.00	0.00
2213	Maintenance and repair of furniture	2 000	– 1 000	1 000	0.00	1 000.00	1 000.00	2 000.00
	Total Article 221	84 000	71 500	155 500	78 689.25	76 503.12	155 192.37	116 486.67
2230	New purchases of vehicles	0	12 000	12 000	0.00	8 220.00	8 220.00	0.00
2231	Replacement of vehicles	20 000	18 000	38 000	37 860.00	0.00	37 860.00	0.00
2232	Hire of vehicles	37 000	– 3 000	34 000	27 830.99	6 134.73	33 965.72	33 465.72
2233	Maintenance of vehicles	27 000	0	27 000	15 025.05	11 974.93	26 999.98	27 999.54
	Total Article 223	84 000	27 000	111 000	80 716.04	26 329.66	107 045.70	61 465.26
2250	Library/books	9 200	1 000	10 200	8 541.69	1 658.31	10 200.00	11 200.00
2251	Library/documentation equipment	1 600	– 1 500	100	15.97	0.00	15.97	4 615.00
2252	Subscriptions to newspapers/periodicals	3 800	470	4 270	2 979.30	1 290.70	4 270.00	3 750.00
2253	News agency subscriptions	1 200	– 70	1 130	1 129.29	0.00	1 129.29	1 050.00
2254	Binding and upkeep of books	6 400	1 500	7 900	6 390.00	1 500.00	7 890.00	5 400.00
2255	Subscriptions to viewdata services	400	– 400	0	0.00	0.00	0.00	0.00
	Total Article 225	22 600	1 000	23 600	19 056.25	4 449.01	23 505.26	26 015.00
	Total Chapter 22	1 215 600	226 500	1 442 100	856 567.70	580 000.23	1 436 567.93	960 512.26

2300	Stationery/office supplies	870 000	0	870 000	589 958.25	280 041.18	869 999.43	725 968.61
2330	Legal fees	1 000	0	1 000	0.00	0.00	0.00	0.00
2351	Uniforms and working clothes	15 000	2 000	17 000	10 120.77	6 879.23	17 000.00	15 000.00
2352	Expenditure on internal meetings	3 250	0	3 250	2 404.90	845.10	3 250.00	6 250.00
2353	Removals/handling	22 000	0	22 000	10 976.78	11 023.22	22 000.00	11 688.00
2359	Other operating expenditure	500	0	500	0.00	0.00	0.00	0.00
	Total Article 235	40 750	2 000	42 750	23 502.45	18 747.55	42 250.00	32 938.00
	Total Chapter 23	911 750	2 000	913 750	613 460.70	298 788.73	912 249.43	758 906.61
2400	Postage etc.	5 510 000	0	5 510 000	5 343 912.36	166 087.64	5 510 000.00	4 604 919.58
2410	Telephone etc.	420 000	0	420 000	294 835.02	125 164.98	420 000.00	359 469.46
	Total Chapter 24	5 930 000	0	5 930 000	5 638 747.38	291 252.62	5 930 000.00	4 964 389.04
2500	Meetings in general	47 000	- 5 000	42 000	28 130.75	13 828.68	41 959.43	36 540.48
	Total Chapter 25	47 000	- 5 000	42 000	28 130.75	13 828.68	41 959.43	36 540.48
	Total Title 2	19 386 850	- 485 000	18 901 850	15 292 841.19	3 598 700.81	18 891 542.00	15 496 295.78
3410	General publications	10 000	0	10 000	898.56	8 954.44	9 853.00	9 958.00
3412	Publicity/promotion	198 000	0	198 000	113 988.26	84 011.74	198 000.00	107 921.42
	Total Article 341	208 000	0	208 000	114 886.82	92 966.18	207 853.00	117 879.42
3430	Database dissemination	65 000	0	65 000	51 834.00	12 531.00	64 365.00	80 000.00
3431	CELEX	2 191 000	0	2 191 000	276 612.40	1 913 952.95	2 190 565.35	1 437 636.01
	Total Article 343	2 256 000	0	2 256 000	328 446.40	1 926 483.95	2 254 930.35	1 517 636.01
	Total Chapter 34	2 464 000	0	2 464 000	443 333.22	2 019 450.13	2 462 783.35	1 635 515.43
	Total Title 3	2 464 000	0	2 464 000	443 333.22	2 019 450.13	2 462 783.35	1 635 515.43
	Grand total	52 928 000	0	52 928 000	45 419 544.66	7 026 736.27	52 446 280.93	43 905 400.68

Table 18 — Breakdown of Publications Office expenditure by department (1995)

Item	Heading	Management/ Secretariat	OP/1				OP/2 Official Journal	OP/3 Publications	OP/4 Sales	OP/5 Joint publishing	OP/6	
			Staff	Contract management	Planning	General services					Printshop	Stock management and distribution
1100	Basic salaries	308 298	262 146	1 181 501	179 071	952 585	3 437 430	3 688 500	2 060 243	363 681	1 235 038	1 127 965
1101	Family allowances	34 218	29 096	131 135	19 875	105 727	381 521	409 387	228 666	40 365	137 077	125 193
1102	Expatriation allowances etc.	40 807	34 699	156 388	23 703	126 088	454 990	488 223	272 701	48 138	163 474	149 301
1103	Secretariat allowances	4 483	2 983	16 449	4 483	5 983	14 949	13 466	43 381	2 983	13 466	7 483
	Total Article 110	387 806	328 922	1 485 473	227 132	1 190 383	4 288 890	4 599 575	2 604 991	455 167	1 549 055	1 409 942
1110	Auxiliary staff	210 730	15 205	35 744		89 894	2 014 735	260 878	29 342		10 937	
	Total Article 111	210 730	15 205	35 744		89 894	2 014 735	260 878	29 342		10 937	
1120	Further training for staff	3 150	2 671	3 377		5 620	62 269	66 200	3 024	1 134	7 787	378
	Total Article 112	3 150	2 671	3 377		5 620	62 269	66 200	3 024	1 134	7 787	378
1130	Sickness insurance	10 569	8 987	40 505	6 139	32 657	117 843	126 450	70 630	12 468	42 340	38 669
1131	Accident insurance	2 368	2 014	9 075	1 375	7 317	26 403	28 332	15 825	2 793	9 486	8 664
1132	Unemployment insurance								671		671	
	Total Article 113	12 937	11 001	49 580	7 514	39 974	144 246	154 782	87 125	15 261	52 497	47 333
1140	Birth/death grants	171	145	653	99	527	1 901	2 040	1 139	201	683	624
1141	Annual leave travel expenses	5 802	4 933	22 235	3 370	17 927	64 691	69 416	38 773	6 844	23 243	21 228
1144	Local travel allowances											
1147	Shiftwork/standby allowances											
	Total Article 114	5 973	5 078	22 889	3 469	18 454	66 592	71 456	39 912	7 045	23 926	21 852
1150	Overtime					42 994					6 814	
	Total Article 115					42 994					6 814	
1174	Freelance proofreaders						763 755	719 682	9 558			
1175	Other work sent out	38 119		12 953		26 964		23 150	43 495	1 025		9 374
	Total Article 117	38 119		12 953		26 964	763 755	742 832	53 053	1 025		9 374
1181	Travel expenses	351	298	1 344	204	1 084	3 910	4 196	2 344	414	1 405	1 283
1182	Installation allowances	1 152	980	4 416	669	3 560	12 848	13 786	7 700	1 359	4 616	4 216
1183	Removal expenses	1 169	994	4 480	679	3 612	13 034	13 986	7 812	1 379	4 683	4 277
1184	Temporary subsistence allowance	6 663	5 666	25 536	3 870	20 588	74 294	79 720	44 528	7 860	26 693	24 379
	Total Article 118	9 335	7 938	35 776	5 422	28 844	104 086	111 688	62 384	11 012	37 397	34 155
1190	Weightings	2 316	1 969	8 875	1 345	7 155	25 819	27 705	15 475	2 732	9 277	8 472
	Total Article 119	2 316	1 969	8 875	1 345	7 155	25 819	27 705	15 475	2 732	9 277	8 472
	Total Chapter 11	670 366	372 784	1 654 665	244 883	1 450 281	7 470 392	6 035 117	2 895 308	493 376	1 697 689	1 531 506
1300	Mission expenses etc.	26 455	5 134	5 980		20 747	40 740	73 779	68 403	10 298	3 866	1 178
	Total Chapter 13	26 455	5 134	5 980		20 747	40 740	73 779	68 403	10 298	3 866	1 178
1400	Restaurant/canteen running costs	92	50	220	32	195	994	808	392	67	225	203
1401	Canteen alterations	599	325	1 428	211	1 265	6 460	5 254	2 550	433	1 463	1 318
1402	Exceptional alterations	11 142	6 043	26 554	3 916	23 522	120 105	97 683	47 420	8 054	27 208	24 508
	Total Chapter 14	11 834	6 418	28 202	4 159	24 982	127 559	103 745	50 363	8 554	28 897	26 029
1520	Seconded national officials											
	Total Chapter 15											
1610	Staff social contacts	927	503	2 208	326	1 956	9 988	8 123	3 943	670	2 263	2 038
1620	Other welfare expenditure	43	24	104	15	92	468	381	185	31	106	96
1630	Early Childhood Centre	7 030	3 813	16 754	2 471	14 841	75 779	61 632	29 919	5 081	17 167	15 463
	Total Chapter 16	8 000	4 339	19 066	2 811	16 889	86 235	70 136	34 047	5 783	19 535	17 597
1701	Entertainment/representation expenses								1 840			
	Total Chapter 17								1 840			
	Total Title 1	716 655	388 675	1 707 913	251 853	1 512 900	7 724 926	6 282 776	3 049 961	518 011	1 749 987	1 576 310
2000	Rent	97 135	52 681	231 489	34 136	205 057	1 047 030	851 562	413 389	70 211	237 192	213 652
2010	Insurance	328	178	781	115	692	3 534	2 874	1 395	237	801	721
2020	Water, gas, etc.	12 491	6 775	29 769	4 390	26 370	134 647	109 510	53 162	9 029	30 503	27 475
2030	Cleaning/maintenance	15 443	8 376	36 804	5 427	32 601	166 464	135 387	65 724	11 163	37 710	33 968
2040	Fitting-out of premises	8 065	4 374	19 221	2 834	17 026	86 938	70 707	34 325	5 830	19 695	17 740
2050	Building security/surveillance	14 867	8 063	35 431	5 225	31 385	160 253	130 336	63 271	10 746	36 303	32 700
2090	Other expenditure on buildings	3 192	1 731	7 608	1 122	6 739	34 410	27 986	13 586	2 307	7 795	7 022
	Total Chapter 20	151 522	82 177	361 103	53 249	319 871	1 633 276	1 328 363	644 851	109 523	369 999	333 278

Staff	OP/7				OP/8							OP/9		Out-turn ¹
	Production	Staff	Derived products	CELEX	Staff	Network	Studies and methods	Project management	Control and security	Computer centre	User support	Budget and accounting	Personnel and administration	
485 523	395 065	345 220	395 065	300 914	134 765	86 767		363 681	42 460	252 915	297 221	330 451	234 454	18 460 959
53 888	43 848	38 316	43 848	33 398	14 958	9 630		40 365	4 713	28 071	32 989	36 677	26 022	2 048 982
64 266	52 292	45 695	52 292	39 830	17 838	11 485		48 138	5 620	33 477	39 341	43 740	31 033	2 443 557
7 483	4 483	2 983	1 500	4 483	1 500					6 001	6 001	8 966	2 983	176 489
611 160	495 688	432 213	492 705	378 625	169 061	107 881		452 184	52 793	320 464	375 552	419 833	294 492	23 129 987
														2 667 463
														2 667 463
428	16 632	6 980	10 483	9 299	4 259	2 570		13 835	1 285	14 465	12 701	3 100	353	252 000
428	16 632	6 980	10 483	9 299	4 259	2 570		13 835	1 285	14 465	12 701	3 100	353	252 000
16 645	13 544	11 835	13 544	10 316	4 620	2 975		12 468	1 456	8 671	10 189	11 329	8 038	632 884
3 729	3 035	2 652	3 035	2 311	1 035	666		2 793	326	1 943	2 283	2 538	1 801	141 800
2 012														3 353
22 386	16 578	14 487	16 578	12 627	5 655	3 641		15 261	1 782	10 613	12 472	13 867	9 838	778 036
269	218	191	218	166	75	48		201	23	140	164	183	130	10 210
9 137	7 435	6 497	7 435	5 663	2 536	1 633		6 844	799	4 760	5 594	6 219	4 412	347 426
										16 866				16 866
9 406	7 653	6 688	7 653	5 829	2 611	1 681		7 045	823	21 766	5 758	6 402	4 542	374 503
														49 807
														49 807
	277 005													1 770 000
					6 468					6 451				168 000
	277 005				6 468					6 451				1 938 000
552	449	393	449	342	153	99		414	48	288	338	376	267	21 000
1 815	1 477	1 290	1 477	1 125	504	324		1 359	159	945	1 111	1 235	876	69 000
1 841	1 498	1 309	1 498	1 141	511	329		1 379	161	959	1 127	1 253	889	70 000
10 494	8 539	7 461	8 539	6 504	2 913	1 875		7 860	918	5 466	6 424	7 142	5 067	399 000
14 702	11 963	10 453	11 963	9 112	4 081	2 627		11 012	1 286	7 658	9 000	10 006	7 009	559 000
3 647	2 967	2 593	2 967	2 260	1 012	652		2 732	319	1 900	2 233	2 482	1 761	138 665
3 647	2 967	2 593	2 967	2 260	1 012	652		2 732	319	1 900	2 233	2 482	1 761	138 665
661 729	828 486	473 414	542 350	417 752	193 146	119 053		502 069	58 287	383 316	417 715	455 690	318 086	29 887 461
1 812	1 389	15 523	2 476	7 339		634		4 137	2 356	4 983	2 265	1 178	1 329	302 000
1 812	1 389	15 523	2 476	7 339		634		4 137	2 356	4 983	2 265	1 178	1 329	302 000
88	110	65	72	56	26	16		67	8	51	56	65	42	4 000
571	714	422	469	366	166	103		435	52	334	361	426	275	26 000
10 610	13 720	7 853	8 712	6 797	3 088	1 914		8 094	970	6 209	6 716	7 913	5 108	483 410
11 269	14 093	8 340	9 253	7 219	3 280	2 033		8 597	1 030	6 594	7 132	8 404	5 424	513 410
												38 000		38 000
												38 000		38 000
882	1 104	653	724	565	257	159		673	81	516	558	658	425	40 200
41	52	31	34	27	12	7		32	4	24	26	31	20	1 885
6 694	8 372	4 955	5 497	4 289	1 949	1 208		5 107	612	3 917	4 237	4 993	3 223	305 000
7 618	9 528	5 638	6 255	4 880	2 217	1 374		5 812	696	4 458	4 822	5 682	3 667	347 085
		2 160												4 000
		2 160												4 000
682 428	853 497	505 075	560 334	437 191	198 644	123 094		520 615	62 369	399 352	431 935	508 953	328 506	31 091 956
92 496	115 682	68 457	75 947	59 256	26 924	16 684		70 564	8 453	54 128	58 544	68 983	44 525	4 214 177
312	390	231	256	200	91	56		238	29	183	198	233	150	14 225
11 895	14 877	8 804	9 767	7 620	3 462	2 146		9 074	1 087	6 961	7 529	8 871	5 726	541 941
14 706	18 392	10 884	12 075	9 421	4 281	2 653		11 219	1 344	8 606	9 308	10 967	7 079	670 000
7 680	9 605	5 684	6 306	4 920	2 236	1 385		5 859	702	4 494	4 861	5 728	3 697	349 914
14 157	17 706	10 478	11 624	9 069	4 121	2 554		10 800	1 294	8 285	8 960	10 558	6 815	645 000
3 040	3 802	2 250	2 496	1 947	885	548		2 319	278	1 779	1 924	2 267	1 463	138 497
144 285	180 454	106 788	118 471	92 435	41 999	26 026		110 073	13 187	84435	91 324	107 608	69 456	6 573 753

Table 18 (cont.) — Breakdown of Publications Office expenditure by department (1995)

Item	Heading	Management/ Secretariat	OP/1				OP/2 Official Journal	OP/3 Publications	OP/4 Sales	OP/5 Joint publishing	OP/6	
			Staff	Contract management	Planning	General services					Printshop	Stock management and distribution
2100	Computer centre operations											
2120	Staff costs for computer operations											
2130	Outside computer operations											
2140	Outside analysis/programming											
	Total Chapter 21											
2200	New purchases of equipment	9 331	5 061	22 237	3 279	19 698	100 578	81 802	39 710	6 744	22 785	20 524
2201	Replacement of equipment											
2202	Hire of equipment	10 879	5 900	25 926	3 823	22 965	117 262	95 371	46 297	7 863	26 564	23 928
2203	Maintenance of equipment	6 201	3 363	14 779	2 179	13 091	66 844	54 365	26 392	4 482	15 143	13 640
2204	Electronic office equipment	115	63	275	40	243	1 242	1 010	490	83	281	253
	Total Article 220	26 526	14 386	63 216	9 322	55 998	285 927	232 548	112 890	19 173	64 773	58 345
2210	New purchases of furniture	3 554	1 928	8 470	1 249	7 503	38 310	31 158	15 125	2 569	8 679	7 817
2213	Maintenance and repair of furniture	23	13	55	8	49	248	202	98	17	56	51
	Total Article 221	3 577	1 940	8 525	1 257	7 551	38 558	31 360	15 224	2 586	8 735	7 868
2230	New purchases of vehicles											8 220
2231	Replacement of vehicles											37 860
2232	Hire of vehicles											33 966
2233	Maintenance of vehicles											27 000
	Total Article 223											107 046
2250	Library/books	10 200										
2251	Library/documentation equipment	16										
2252	Subscriptions to newspapers/periodicals	4 270										
2253	News agency subscriptions										1 129	
2254	Binding and upkeep of books	7 890										
	Total Article 225	22 376									1 129	
	Total Chapter 22	52 479	16 326	71 741	10 579	63 549	324 485	263 908	128 114	21 759	74 637	173 259
2300	Stationery/office supplies	1 653	9 831			130 761		5 655			348 000	374 100
	Total Article 230	1 653	9 831			130 761		5 655			348 000	374 100
2351	Uniforms and working clothes					10 200					6 800	
2352	Miscellaneous expenditure on meetings	3 250										
2353	Removals/handling					22 000						
	Total Article 235	3 250				32 200					6 800	
	Total Chapter 23	4 903	9 831			162 961		5 655			354 800	374 100
2400	Postage, etc.											5 510 000
2410	Telephone, etc.	7 014	5 964	26 880	4 074	21 672	78 204	83 916	46 872	8 274	28 098	25 662
	Total Chapter 24	7 014	5 964	26 880	4 074	21 672	78 204	83 916	46 872	8 274	28 098	5 535 662
2500	Meetings in general						3 147		38 812			
	Total Chapter 25						3 147		38 812			
	Total Title 2	215 918	114 299	459 724	67 902	568 054	2 039 113	1 681 842	858 649	139 556	827 534	6 416 299
3410	General publications								4 927	4 927		
3412	Publicity/promotion								198 000			
	Total Article 341								202 927	4 927		
3430	Database dissemination								64 365			
3431	CELEX											
	Total Article 343								64 365			
	Total Chapter 34								267 292	4 927		
	Total Title 3								267 292	4 927		
	Grand total	932 573	502 973	2 167 636	319 755	2 080 953	9 764 038	7 964 618	4 175 901	662 493	2 577 520	7 992 608

¹ These figures may differ slightly from those given in the table 'Budget out-turn in 1995' because of the method of rounding used.

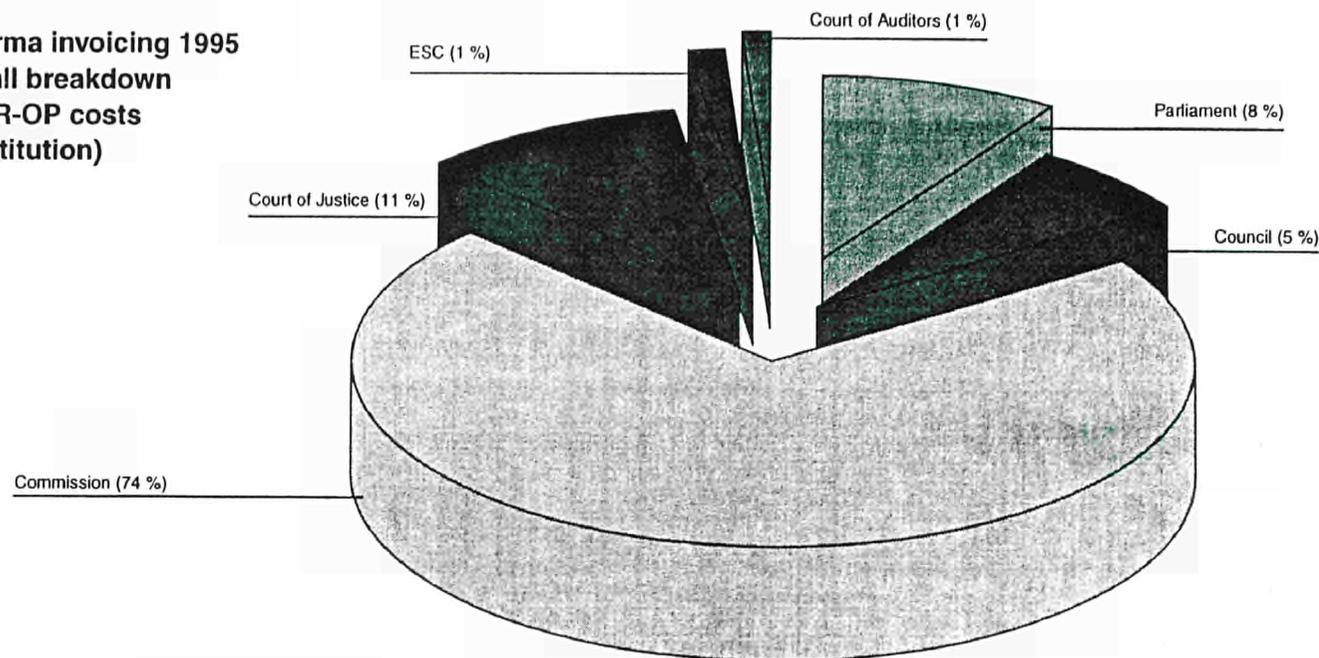
Staff	OP/7				OP/8							OP/9		Out-turn ¹
	Production	Staff	Derived products	CELEX	Staff	Network	Studies and methods	Project management	Control and security	Computer centre	User support	Budget and accounting	Personnel and administration	
										2 226 472 1 231 382				2 226 472 1 231 382
								539 158						539 158
								539 158		3 457 854				3 997 012
8 885	11 113	6 576	7 296	5 692	2 586	1 603		6 778	812	5 200	5 624	6 627	4 277	404 817
10 359	12 956	7 667	8 506	6 636	3 015	1 869		7 903	947	6 062	6 557	7 726	4 987	471 966
5 905	7 385	4 370	4 849	3 783	1 719	1 065		4 505	540	3 456	3 738	4 404	2 843	269 042
110	137	81	90	70	32	20		84	10	64	69	82	53	5 000
25 259	31 591	18 695	20 740	16 182	7 353	4 556		19 270	2 308	14 781	15 987	18 838	12 159	1 150 825
3 384	4 233	2 505	2 779	2 168	985	610		2 582	309	1 980	2 142	2 524	1 629	154 192
22	27	16	18	14	6	4		17	2	13	14	16	11	1 000
3 406	4 260	2 521	2 797	2 182	992	614		2 599	311	1 993	2 156	2 540	1 640	155 192
														8 220
														37 860
														33 966
														27 000
														107 046
														10 200
														16
														4 270
														1 129
														7 890
														23 505
28 665	35 851	21 216	23 537	18 364	8 344	5 171		21 868	2 620	16 775	18 143	21 379	13 799	1 436 568
														869 999
														869 999
														17 000
														3 250
														22 000
														42 250
														912 249
														5 510 000
11 046	8 988	7 854	8 988	6 846	3 066	1 974		8 274	966	5 754	6 762	7 518	5 334	420 000
11 046	8 988	7 854	8 988	6 846	3 066	1 974		8 274	966	5 754	6 762	7 518	5 334	5 930 000
														41 959
														41 959
183 997	225 293	135 857	150 996	117 645	53 409	33 170		679 374	16 772	3 564 818	116 229	136 504	88 589	18 891 542
														9 853
														198 000
														207 853
														64 365
				2 190 565										2 190 565
				2 190 565										2 254 930
				2 190 565										2 462 783
				2 190 565										2 462 783
866 424	1 078 790	640 933	711 330	2 745 401	252 053	156 264		1 199 989	79 141	3 964 169	548 164	645 457	417 095	52 446 281

Table 19 — Proforma invoicing 1995 (overall breakdown of EUR-OP costs by institution)

(ECU)

Institution	OP/2 — Official Journal		OP/3 — Publications			OP/6 — Printshop			OP/7 — Tools			Out-turn Total cost
	Pages	Cost	Pages		Cost	Hours	Cost of materials	Cost	Production cost	CELEX cost	Derived products cost	
			Proofread	Composed								
Parliament	60 022	1 133 627	3 992	19 524	550 595	429	0	47 889	146 279	2 516 569	0	4 394 959
Council	47 029	888 230	17 630	25 183	1 002 409	428	3 805	51 739	169 718	451 264	0	2 563 360
Commission	976 399	18 441 109	138 971	327 283	10 916 709	41 735	452 675	5 130 177	1 516 180	850 076	1 965 988	38 820 240
Court of Justice	5 516	104 180	92 954	114 069	4 847 165	1 665	9 585	195 843	307 750	362 766	0	5 817 704
ESC	4 849	91 582	3 206	3 206	150 128	554	2 445	64 388	9 983	75 928	0	392 010
Court of Auditors	6 843	129 243	3 374	4 493	184 195	1 022	5 633	119 950	20 401	4 218	0	458 007
Total	1 100 658	20 787 970	260 127	493 758	17 651 202	45 833	474 143	5 609 987	2 170 313	4 260 821	1 965 988	52 446 281

**Proforma invoicing 1995
(overall breakdown
of EUR-OP costs
by institution)**



4.2. Commercial accounting

4.2.1. Operating result

4.2.1.1. Balance sheet at 31 December 1995 (Table 20)

(a) Assets

The assets in bank accounts at 31 December 1995 amounted to ECU 13 293 303.61 (1994: ECU 7 450 173.89), including ECU 7 653 489.62 in term deposits (1994: ECU 3 108 676.00), ECU 4 288 494.68 in national-currency accounts (1994: ECU 1 551 580.72) and ECU 1 351 319.31 in ecu accounts (1994: ECU 2 789 917.17).

(b) Liabilities

The amount of accounts receivable owed to the institutions was ECU 5 209 243.42, 47% less than in the previous year (ECU 9 839 903.84). This represented 25% of the net total invoiced in 1995, as against 49% in 1994. In 1995, the Office received ECU 25 673 297 in net sales revenue, compared with ECU 18 189 548.30 in 1994, an increase of 41%.

Pre-payments held in suspense accounts amounted to ECU 91 477.73 (1994: ECU 113 922.00). Advance and part payments into client accounts (sales offices, gateways, etc.) came to ECU 560 753.16 (1994: ECU 447 540.66).

At the end of 1995, the amount of sales revenue received and payable to the institutions was ECU 12 607 608.96 (1994: ECU 6 883 659.83).

4.2.1.2. Profit-and-loss account at 31 December 1995 (Table 21)

In 1995 gross turnover increased by 6% over 1994 (ECU 30 094 349.82), while the net figure (ECU 20 559 426.14) rose by a little over 3%.

The expenditure side of this account includes marketing expenses totalling ECU 9 977 768.52, i.e. 33% of gross turnover in 1995 (24% in 1994 and 28% in 1993). This increase reflects the 10% increase in trade rebates granted in 1995 (ECU 9 684 852.66) compared with 1994 (ECU 8 798 041.13). Rebates account for 32% of total turnover.

The amount under 'insolvent debtors' came to ECU 17 213.71 in 1995 (0.08% of 1995 turnover) compared with ECU 66 888.85 in 1994 (0.34% of 1994 turnover). The reason for this reduction is that the Office is taking certain steps to recover as much as possible of the debts considered doubtful which cannot yet be entered in the profit-and-loss account. A corresponding line has also been created in the balance sheet this year, with a sum of ECU 153 817.26 (see Table 20).

The item 'doubtful debts' represents only 0.75% of turnover.

Assets			Liabilities		
Item	1994	1995	Item	1994	1995
Liquid assets			Short-term liabilities		
— Trade accounts receivable	8 027 079.49	3 653 662.45	— Advance and part payments to client accounts	447 540.66	560 753.16
— Other accounts receivable	1 812 824.35	1 401 763.71	— Suspense accounts	113 922.00	91 477.73
— Doubtful debts	0.00	153 817.26	— Unidentified disbursements	5 051.40	33 463.76
	9 839 903.84	5 209 243.42		566 514.06	685 694.65
Term deposits			Accounts receivable on behalf of the institutions at 31 December 1995		
— in ECU	3 108 676.00	7 653 489.62		9 839 903.84	5 209 243.42
Sight deposits			Sales proceeds payable to the institution		
— in ECU	2 789 917.17	1 351 319.31		6 883 659.83	12 607 608.96
— in other currencies	1 551 580.72	4 288 494.68			
	7 450 173.89	13 293 303.61			
Total	17 290 077.73	18 502 547.03	Total	17 290 077.73	18 502 547.03

Table 21 — Profit-and-loss account at 31 December 1995

Expenditure			Income		
Item	1994	1995	Item	1994	1995
Invoiced rebates	8 798 041.13	9 684 852.66	Gross sales revenue	28 479 556.01	30 094 349.82
Insolvent debtors	66 888.85	17 213.71	Miscellaneous revenue	2 850.70	6 664.68
Exchanges losses	176 496.47	88 437.70	Exchange gains	107 653.92	265 371.22
Adjustments to bank accounts	0.00	158 282.42	Adjustments to bank accounts	35 954.75	0.00
Bank charges	17 830.59	28 982.03	Credit interest	358 316.19	504 090.40
			Invoiced interest	96 303.70	61 534.12
Amounts receivable on behalf of the institutions at 31 December	9 839 903.84	5 209 243.42	Invoiced costs	148 266.43	88 394.86
Sales proceeds payable to the institutions	18 189 548.30	25 673 297.00	Amounts receivable on behalf of the institutions at 1 January	7 859 807.48	9 839 903.84
Total	37 088 709.18	40 860 308.94	Total	37 088 709.18	40 860 308.94

Table 22 — Breakdown of sales revenue (1 January to 31 December 1995)

(ECU)

Customer	Net sales revenue at 31 December 1995					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other publications	Electronic products	Other publications	Total	Official Journal	Other publications	Total			Official Journal	Other publications	Electronic products	Other publications	Total
Parliament	1 618 617.12	28 360.85	35 116.78	72 810.05	1 754 904.80	511 530.00	1 062.00	512 592.00	195 231.90	707 823.90	911 855.22	27 298.85	35 116.78	72 810.05	1 047 080.90
Council	1 207 120.79	0.00	0.00	34 699.71	1 241 820.50	387 659.50	0.00	387 659.50	9 731.53	397 391.03	809 729.76	0.00	0.00	34 699.71	844 429.47
Commission	13 281 976.25	2 318 080.75	3 349 269.35	1 180 222.43	20 129 548.78	3 967 868.00	829 245.00	4 797 113.00	58 220.69	4 855 333.69	9 255 887.56	1 488 835.75	3 349 269.35	1 180 222.43	15 274 215.09
Cedefop	0.00	48 919.69	0.00	33 288.61	82 208.30	0.00	15 045.00	15 045.00	0.00	15 045.00	0.00	33 874.69	0.00	33 288.61	67 163.30
European Foundation, Dublin	0.00	0.00	0.00	31 598.60	31 598.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31 598.60	31 598.60
University Institute, Florence	0.00	0.00	0.00	170.60	170.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.60	170.60
Court of Justice	132 901.64	198 482.08	0.00	56 495.31	387 879.03	42 126.00	12 744.00	54 870.00	0.00	54 870.00	90 775.64	185 738.08	0.00	56 495.31	333 009.03
Economic and Social Committee	122 401.06	74 919.65	12 100.25	7 563.71	216 984.67	37 612.50	26 904.00	64 516.50	102 215.38	166 731.88	- 17 426.82	48 015.65	12 100.25	7 563.71	50 252.79
Court of Auditors	205 652.53	0.00	0.00	1 143.21	206 795.74	68 204.00	0.00	68 204.00	0.00	68 204.00	137 448.53	0.00	0.00	1 143.21	138 591.74
Publications Office	0.00	30.61	1 483 875.37	137 480.00	1 621 385.98	0.00	0.00	0.00	0.00	0.00	0.00	30.61	1 483 875.37	137 480.00	1 621 385.98
Total	16 568 669.39	2 668 793.63	4 880 361.75	1 555 472.23	25 673 297.00	5 015 000.00	885 000.00	5 900 000.00	365 399.50	6 265 399.50	11 188 269.89	1 783 793.63	4 880 361.75	1 555 472.23	19 407 897.50

(%)

Customer	Net sales at 31 December 1995					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other publications	Electronic products	Other publications	Total	Official Journal	Other publications	Total			Official Journal	Other publications	Electronic products	Other publications	Total
Parliament	9.77	1.06	0.72	4.68	6.84	10.20	0.12	8.69	53.43	11.30	8.15	1.53	0.72	4.68	5.40
Council	7.29	0.00	0.00	2.23	4.84	7.73	0.00	6.57	2.66	6.34	7.24	0.00	0.00	2.23	4.35
Commission	80.16	86.86	68.63	75.88	78.41	79.12	93.70	81.31	15.93	77.49	82.73	83.46	68.63	75.88	78.70
Cedefop	0.00	1.83	0.00	2.14	0.32	0.00	1.70	0.26	0.00	0.24	0.00	1.90	0.00	2.14	0.35
European Foundation, Dublin	0.00	0.00	0.00	2.03	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.03	0.16
University Institute, Florence	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00
Court of Justice	0.80	7.44	0.00	3.63	1.51	0.84	1.44	0.93	0.00	0.88	0.81	10.41	0.00	3.63	1.72
Economic and Social Committee	0.74	2.81	0.25	0.49	0.85	0.75	3.04	1.09	27.97	2.66	- 0.16	2.69	0.25	0.49	0.26
Court of Auditors	1.24	0.00	0.00	0.07	0.81	1.36	0.00	1.16	0.00	1.09	1.23	0.00	0.00	0.07	0.71
Publications Office	0.00	0.00	30.41	8.84	6.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.41	8.84	8.35
Total	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

**4.2.2. Breakdown
of sales revenue
(Table 22)**

Net sales revenue for the institutions in 1995 totalled ECU 25 673 297.00.
The breakdown of this is as follows:

	(ECU)
Net amount invoiced in 1995	20 559 426.14
Net amount receivable	
— at 1 January 1995	9 839 903.84
— at 31 December 1995	5 209 243.42
Total sales revenue received at 31 December 1995	25 190 086.56
Insolvent debtors 1995	17 213.71
Expenses	275 702.15
Miscellaneous revenue	776 126.30
Total net sales revenue received in 1995	25 673 297.00

**4.2.3. Breakdown
by type of publication**

Net amount of invoices drawn up in 1993, 1994 and 1995

	1993		1994		1995	
	ECU	%	ECU	%	ECU	%
Individual publications	2 506 142.19	15.96	2 555 635.37	12.89	1 139 001.39	5.54
Official Journal (L, C, S)	8 613 834.65	54.86	11 278 074.90	56.87	12 542 863.12	61.01
Other periodicals	1 910 893.05	12.17	2 204 319.57	11.12	2 185 732.57	10.63
Electronic products	2 484 723.96	15.83	3 749 852.90	18.91	4 630 144.32	22.52
Miscellaneous	185 349.46	1.18	41 898.57	0.21	61 684.74	0.30
Total	15 700 943.31	100.00	19 829 781.31	100.00	20 559 426.14	100.00

Total net sales revenue in 1993, 1994 and 1995

	1993		1994		1995	
	ECU	%	ECU	%	ECU	%
Individual publications	2 093 271.15	14.56	2 646 296.68	14.55	1 555 472.23	6.06
Official Journal (L, C, S)	8 109 743.09	56.39	10 393 689.78	57.14	16 568 669.39	64.54
Other periodicals	1 842 295.17	12.81	2 331 454.68	12.82	2 668 793.63	10.40
Electronic products	2 272 045.50	15.80	2 770 524.79	15.23	4 880 361.75	19.01
Miscellaneous	63 103.01	0.44	47 582.37	0.26	0.00	0.00
Total	14 380 457.92	100.00	18 189 548.30	100.00	25 673 297.00	100.00

5. Activities of the administrative and technical departments

5.1. General services

5.2. Workshops

5.3. Stock management and distribution

5.4. Computer applications



5.1. General services

5.1.1. Buildings

In addition to the 725 m² rented in the Galérie Kons, which has recently been refurbished, it proved necessary to lease a further 358 m² in a building adjoining the Publications Office building in rue Mercier to accommodate the extra staff resulting from the accession of the three new Member States to the European Union.

The OP/1 sections — Staff, Planning and Contract Management — were transferred to these premises, thus freeing the offices previously occupied in the Mercier building.

5.1.2. Renovation of the canteen

Work began on transferring the canteen from the eighth floor to the ground floor of the Mercier building, and the new canteen is expected to open in the third quarter of 1996.

Orders for kitchen equipment and furniture were placed with the tenderers selected following publication of an invitation to tender in the Official Journal.

As regards accommodation policy, negotiations began with the owner with a view to renewing the lease on the Mercier building, including renovating the old part. The current lease expires in October 1998.

With regard to the security of premises, a new system was ordered to replace that in the Mercier building.

5.1.3. Mail room/messengers/ drivers

The number of letters sent by the Publications Office and recorded by serial number fell from 20 000 to 16 300 originals, i.e. by 18.5%, and from 60 000 to 48 900 copies, again by 18.5%.

The number of letters received by the Office and machine-recorded by time and date fell from 94 000 to 93 500, i.e. by 0.54%.

The number of envelopes stamped and posted was approximately 45 000.

5.2. Workshops

While there were no major technological developments in the workshops in 1995, the Management Committee approved an investment plan for the next five years which will enable the workshops to meet new requirements (regarding colours, varnishes, on-demand reproduction, etc.).

Production in 1995 was very high, 22% up on 1994 and 16% higher than in 1992, which had previously been the best year with the current equipment.

These results were achieved through more rigorous planning of the work and more effective pre-printing checks. It should also be noted that there was a significant increase in reproduction by photocopying (LOD).

The Commission is still by far the main user of the workshops' services. Production for the other institutions is stable, except for the ESC and the Court of Justice (a steep drop in both cases) and the Court of Auditors (a substantial increase, but still at a modest level).

Table 23 — Workshop productivity in 1995

Section	1994	1995	Change (%)
Photocomposition (pages photocomposed/hour)	6.51	7.03	8.03
Assembly (pages imposed/hour)	15.11	16.63	10.06
Photography (films + contacts/hour)	3.25	3.32	2.22
Offset (A4 pages/hour)	14 666	15 727	7.23
Binding (16-page A1 signatures folded/hour)	2 091	2 199	5.16
LOD (photocopies/hour)	4 585	5 284	15.25

Table 24 — Breakdown of workshop hours by institution in 1995

Institution	Planning/ accounting	Photo- com- position	Assembly	Photo	Offset	Binding	LOD	Quality control	Total
Commission	4 098	3 460	4 472	1 627	8 367	10 251	3 839	2 112	38 226
Court of Justice	207	112	162	103	321	350	272	138	1 665
ESC	96	138	12	3	23	191	20	71	554
Florence	212	142	202	112	363	501	0	145	1 677
Cedefop	185	149	160	88	242	285	90	78	1 277
Court of Auditors	114	40	125	108	250	264	62	59	1 022
Council	59	49	56	30	89	88	30	27	428
Dublin Foundation	53	46	48	28	78	85	31	23	392
OHIM	1	0	22	25	94	20	0	1	163
EP	59	49	56	30	89	89	30	27	429
Total	5 084	4 185	5 315	2 154	9 916	12 124	4 374	2 681	45 833

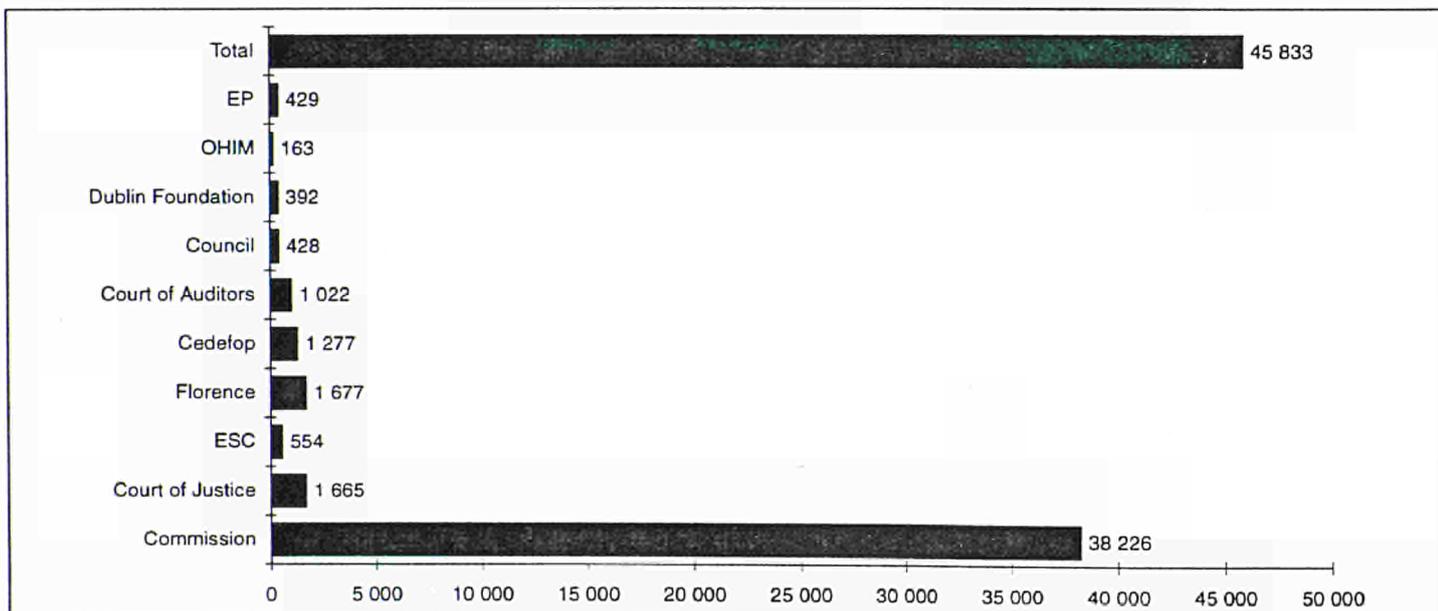
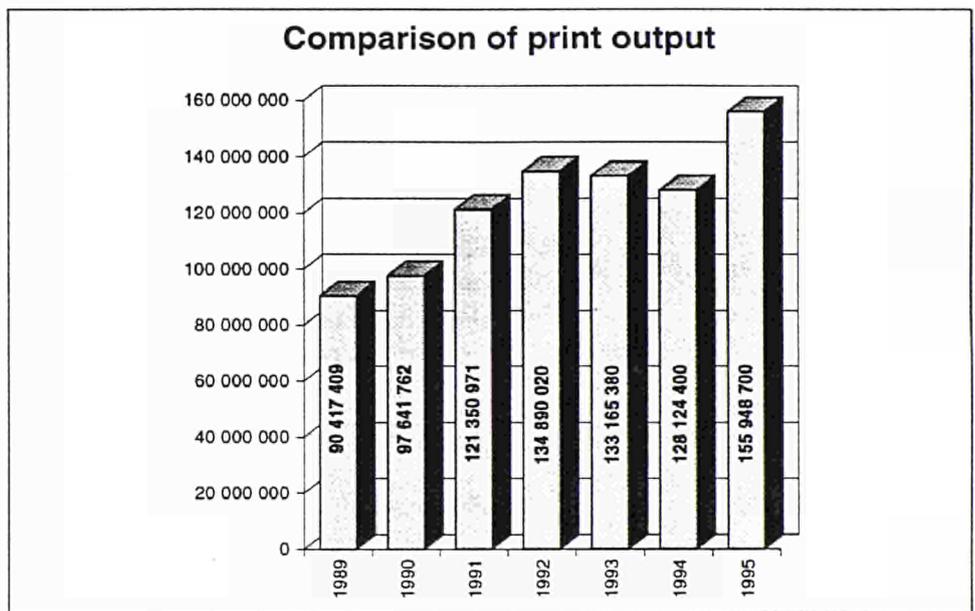


Table 25 — Comparison of print output ¹

Year	Format				Total converted to A4 format
	A1	A2	A3	A4	
1989	10 181 387	2 023 450	425 175	22 163	90 417 409
1990	11 367 752	1 495 400	22 113	673 920	97 641 762
1991	14 561 288	1 188 594	4 751	96 789	121 350 971
1992	13 985 662	1 073 681	9 349 100	11 800	134 890 020
1993	14 414 700	1 066 170	6 791 550	0	133 165 380
1994	13 633 800	1 675 100	6 176 800	0	128 124 400
1995	15 812 300	2 509 050	9 707 050	0	155 948 700

¹ Including a weighting for print runs in colour and recto/verso.



5.3. Stock management and distribution

5.3.1. Contracts

Spring 1995 saw the expiry of the first handling contract covering distribution and stock management operations. Following an invitation to tender, a new contract came into force.

In addition, OP/6 drew up technical specifications for another invitation to tender, which was issued in 1995, for renewing the contractual arrangements for sending the Official Journal directly to subscribers in the European Union.

5.3.2. Postal charges

A not inconsiderable proportion of distribution costs is dependent on unforeseeable changes in postage rates.

At the beginning of 1995, the Luxembourg postal authorities made a general increase in their rates.

Following negotiations between the Publications Office and the postal authorities, they granted reductions on the official rates because of the amount of traffic generated by the Office's activities.

Another factor which should be emphasized is the agreement allowing the Office to extend the 'postage paid' areas. Whereas formerly this system applied only to the most frequent destinations, it now covers the whole world. This meant that mail franking and consigning procedures could be standardized, saving time and labour.

However, the facilities granted by the postal authorities remain conditional on the Office submitting precise monthly statistics on the mail consigned.

5.3.3. Equipment

The second rapid packaging line for publications was completed in 1995, so that the two machines have the same capacity.

However, distribution was affected by two factors, namely:

- the addition of two new Community languages;
- the continually increasing volume of the S series of the OJ, which varied in weight in 1995 between 450 and 650 grams each day. The S series of the OJ is becoming increasingly more awkward to handle, and particularly to package.

The need to keep to strict time slots for distributing the Official Journal made it necessary to work on both of the existing machines simultaneously.

To ensure a reliable service, it became necessary in 1995 to order a third packaging line, in a minimum operational configuration, as a back-up for the other lines.

5.3.4. Distribution

5.3.4.1. Figures for the Official Journal continued to rise during the year. This was due to a large extent to the latest enlargement of the Union.

As regards other publications, it can be said overall that more titles were published in 1995, but with shorter print runs than previously.

This means that the trend in the number of copies is flat, or even negative. Several factors are involved, namely:

- in 1994, a one-off distribution of four million copies swelled the turnover for that year;
- in the preceding years, the priority publishing programme had had a similar effect;
- author departments are making an effort to adjust print runs more closely to the target readership.

Nevertheless, the 1995 figures are higher than those for 1993.

5.3.4.2. In terms of workload, the number of titles dispatched is more meaningful, since it reflects the number of different jobs handled and gives a better picture of the complexity of the distribution department's work.

In this sector the increase was over 23% for the OJ and over 12% for other publications.

As well as normal distribution activities, there is also labelling work (corrections to catalogue numbers or prices) which at present is regularly done in-house. Although this work does not appear in the statistics, its effect on the production cycle is not insignificant.

5.3.4.3. In 1995, 55.03% of publications other than the OJ were distributed in less than 48 hours, and 76.56% in less than 72 hours. These figures, which give the impression of being worse than in 1994, are largely due to the fact that there were more titles to distribute in 1995 — 12.68% more than in 1994 and over 30% more than in 1993.

Table 26 — Trends in the volume of operations in the distribution section

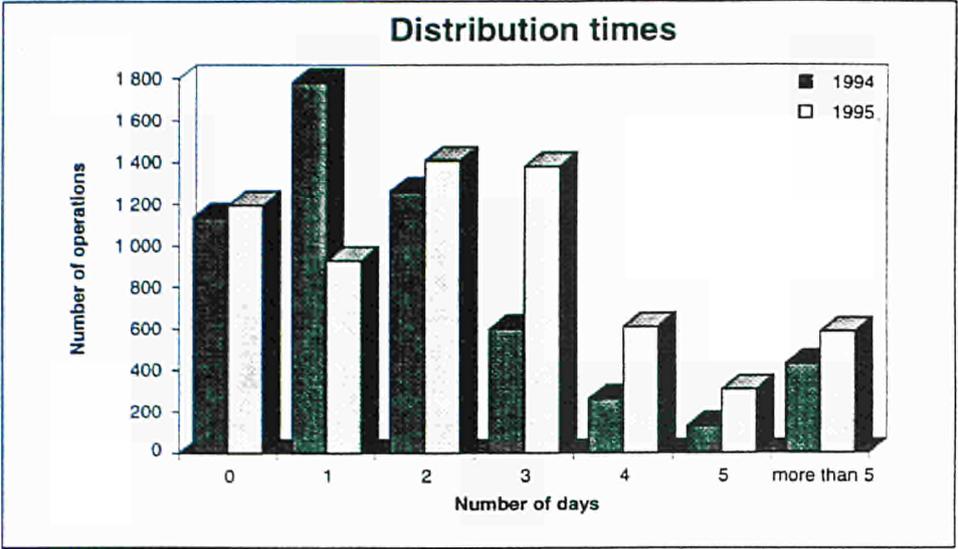
	1994	1995	Change (%)
Number of titles received			
— OJ	9 682	11 943	23.35
— other publications	5 868	6 829	16.38
— COM/ESC documents	7 214 ¹	7 296	1.14
Total	22 764	26 068	14.51
Number of titles dispatched			
— OJ	9 682	11 943	23.35
— other publications	6 492	7 315	12.68
— COM/ESC documents	7 214 ¹	7 296	1.14
Total	23 388	26 554	13.54
Number of copies received			
— OJ	25 557 858	27 604 036	8.01
— other publications	42 241 578	37 244 750	- 11.83
— COM/ESC documents	1 033 002	1 185 099	14.72
Total	68 832 438	66 033 885	- 4.07
Number of copies distributed			
— OJ	21 024 677	22 117 682	5.20
— other publications	32 502 885	23 701 299	- 27.08
— COM/ESC documents	939 093	1 077 363	14.72
Total	54 466 655	46 896 344	- 13.90

¹ Adjusted figures relating to titles in the strict sense.

Previously, account was taken of variants depending on the grouping together of several titles by subject.

Summary of distribution times in 1994 and 1995

Number of days	Number of operations	
	1994	1995
0	1 137	1 194
1	1 782	928
2	1 262	1 410
3	600	1 382
4	261	611
5	130	307
more than 5	430	585



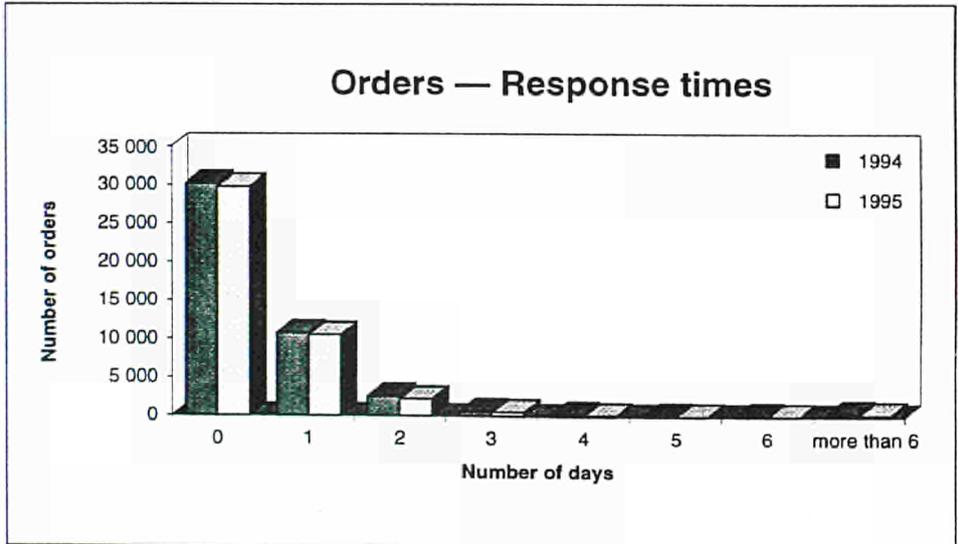
5.3.5. Orders

5.3.5.1. Ordering levels remained fairly stable during the year under review. There were large percentage increases in COM and ECS documents, but the quantities handled were low compared with other publications.

5.3.5.2. Handling periods for orders remained very short, 97.68% of orders being dealt with within 48 hours and 98.87% within 72 hours.

Summary of response times for orders issued in 1994 and 1995

Number of days	Number of orders	
	1994	1995
0	30 145	29 747
1	10 754	10 498
2	2 584	2 215
3	606	520
4	299	134
5	129	32
6	135	20
more than 6	471	292



5.3.6. Stock management

One of the essential aims of efficient stock management is to reconcile:

- the customer's expectation that titles will not be out of stock;
- the desire to limit the costs of stocking items which become obsolete fairly quickly.

This is why, for the past several years, the Publications Office has pursued a policy of reducing stocks of publications which have not moved significantly over a given period.

The statistics show that the number of titles available is falling, but that the number of copies in stock remains high — nearly 15 million. One figure which does not appear in the detailed tables shows the extent of the problem: in 1995, more than eight million copies of out-of-date publications were taken out of stock. We can only urge author departments to be even more careful when specifying print runs.

Table 27 — Trends in the volume of operations in the stock management section

	1994	1995	Change (%)
<i>Processing of orders</i>			
Number of orders:			
— OJ	13 606	13 615	0.07
— other publications	25 301	23 588	- 6.77
— COM/ESC documents	272	274	0.74
Total	39 179	37 477	- 4.34
Number of order lines:			
— OJ	189 880	209 327	10.24
— other publications	113 593	114 212	0.54
— COM/ESC documents	645	1 077	66.98
Total	304 118	324 616	6.74
Number of copies dispatched:			
— OJ	696 690	718 900	3.19
— other publications	1 706 455	1 694 734	- 0.69
— COM/ESC documents	722	4 055	461.63
Total	2 403 867	2 417 689	0.57
<i>Stock</i>			
Number of titles in stock:			
— OJ	20 023	12 864	- 35.75
— other publications	20 456	21 308	4.17
Total	40 479	34 172	- 15.58
Number of copies in stock: ¹			
— OJ	2 870 591	2 131 508	- 25.75
— other publications	10 743 301	12 845 521	19.57
Total	13 613 892	14 977 029	10.01

¹ These figures are a guide to the number of copies in stock at 31 December. Certain items should be added to these, such as the collections of the OJ and the European Court Reports, which comprise varying numbers of copies put into the collections as they appear.

5.3.7. File management

The Office's work in this field is increasing considerably. In one year, the number of addresses in the database rose from 393 500 to 601 000.

Table 28 — Trends in the volume of operations in the file management section

	1994	1995	Change (%)
Number of files	663	838	26
Number of addresses	393 503	601 628	53
Number of subscription lines	743 379	1 072 081	44

Work continued on processing the returns from the 1994 survey, for which four million questionnaires were sent out, and resulted in 62 000 new subscriptions.

The Office also created address files for the European Environment Agency in Copenhagen and for the Office for Harmonization in the Internal Market in Alicante.

Lastly, important agreements were concluded in 1995 with the Secretariat-General of the Commission on two points:

- the 200 000 addresses formerly managed by the Secretariat-General were taken over, the transfer of files taking effect on 1 October 1995;
- at the end of the year, it was also agreed that the Office would be entirely responsible for managing the content of these files.

5.3.8. Microfiches

Despite the development of new products, such as the CD-ROM, the success of the microfiche sector is as yet undiminished. While the number of microfiches produced depends basically on the number of original hard-copy publications, generally the figures kept up and there was a steep increase in the number of microfiches dispatched to order (+ 38.5%).

Table 29 — Trends in the volume of operations in the micrography sector

	1994	1995	Change (%)
Number of microfiches produced internally and externally from masters:			
— OJ (internal production)	425 913	217 152	- 49.01
— OJ (external production) ¹	1 659 477	2 248 957	+ 35.52
— ESC documents	23 477	27 985	+ 19.20
— COM documents	625 817	610 020	- 2.52
— EP reports	730 377	414 477	- 43.25
— EP debates	28 115	17 076	- 39.26
Total microfiches produced from masters	3 493 062	3 535 667	+ 1.21
Number of microfiches viewed (new items delivered)	19 621	21 665	+ 10.41
Number of pages microfilmed	1 347 035	1 624 720	+ 20.61
Number of microfiches distributed:			
— OJ	1 486 058	1 687 416	+ 13.54
— other publications	1 108 633	824 679	- 25.61
Total microfiches distributed	2 594 691	2 512 095	- 3.18
Number of microfiches dispatched to order	801 765	1 110 732	+ 38.53

¹ Including OJ annexes 1982 to 1994, silver-film DE/FR/IT 1952-93 copies and reprints.

5.3.9. Video sector

The video sector had less work in 1995. Since there are no subscriptions for its products, which are produced to order, the simple fact is that there was a drop in demand, but a new video catalogue — due out in 1996 — should boost this sector.

Table 30 — Volume of operations in the video sector

	1994	1995	Change (%)
Number of copies received	not available	2 373	not available
Number of orders met	594	246	- 58.59
Number of copies dispatched	3 106	1 089	- 64.94

5.4. Computer applications

In 1995, the computer unit continued to develop in order to improve the assistance given to users at the Office for their work. On 31 December 1995, the computer equipment in use in the various premises in Luxembourg and Brussels comprised the following:

- three mainframes under BS2000, i.e. two Siemens H-90 and one Siemens C-80F;
- four Lan Manager servers, our local network operating system;
- five Route 400 electronic mail servers and two servers still being used for ILS, which is being phased out;
- two magnetic/optical archiving units, used both for day-to-day production and to assist back-up procedures;
- more than 20 application servers, most with a multi-processor configuration;
- more than 150 workstations under UNIX, mainly for the various publishing and documentary workshops;
- more than 500 PCs as office equipment, of which at least 450 are permanently connected to the local network and accordingly provide access to Lan Manager services and electronic mail, and to applications on the central equipment and the departmental servers;
- some half-dozen Macintoshes, used mainly for graphic design applications;
- more than 450 printers, of which at least 350 are laser printers, either with local configuration or connected directly through the network;
- more than 600 telephone sets, of which at least 20% have a digital configuration, the rest being analogue;
- nearly 40 fax machines, which very soon must be converted to laser printing.

The whole of this equipment has a storage capacity of over 500 gigabytes. The various sites in Luxembourg are linked by private lines which carry both computer and telephone traffic. The ISDN, which can be accessed from the various buildings, is used as the link between our telephone switchboard and the public telephone system as a back-up for the abovementioned fixed links, and also to handle peak periods. There are fixed links with the Commission's network, which also gives access to the local networks of some of the institutions, such as the Council and Parliament.

All this infrastructure has almost 600 'internal' users, plus at least a further 100 in the various European Union institutions, who obtain information from our production monitoring and management systems on the publications they have commissioned or of which they desire copies.

A total of 1 321 computer training courses were given, which was twice as many as in the previous year, to ensure correct use of the applications and the tools installed on the local workstations.

5.4.1. Project management

Once the module for managing the public databases had been brought into service, the work done on Gescom enabled substantial progress to be made on clarifying and developing the other sections.

The number of addresses managed by our SAGAP system more than doubled. In addition, there was a new release of SAGAP incorporating new administrative rules, concerning in particular the management of subscriptions.

Work also continued on the new version of Planning, which should be better for monitoring products which are constantly increasing in number and variety.

The *Interinstitutional directory* project was transferred to a client/server environment with PowerBuilder.

A new generation of dissemination tools should appear soon in connection with Catdiff, which should simplify and increase the use of the databases relating to the products and services offered by the Office. This project was launched in 1995, and the detailed study has now been finalized.

The Office has also produced a preliminary version of the mini-catalogue on a Web server.

5.4.2. Studies and methods

This section, which is responsible for infrastructure projects, concentrates on three main areas:

5.4.2.1. Methodology

Version 4 of the Vade-mecum for our development work enabled the Office to cope with the most recent developments in computerization, including the transition to Merise 2, the 'management by objectives' approach, distributed architectures and client/server applications.

5.4.2.2. Technical infrastructure

The Office's telephone switchboards were transferred to ISDN, which produced a substantial improvement in the telephone services, particularly regarding the time taken to establish communications with distant locations.

5.4.2.3. Working methods

There were developments in the most frequently-used procedures, with the dual objective of simplifying information channels and improving the services provided by OP/8.

5.4.3. Computer centre

There were substantial changes in the resources managed by the Computer centre, including the following:

- a new Siemens C-80F mainframe was brought into service under BS2000; this will henceforth carry out the processing for the Crenot document production system and for ABEL and the CATEL electronic catalogue;
- new servers and workstations, some already equipped with the new generation of 64-bit processors, were installed both at the Office and on some of our contractors' premises for checking and proofreading SGML versions of our official publications, so as to make valid and accurate electronic documents available on EUDOR.

5.4.4. Network

A fourth Lan Manager server, with greater capacity, was installed.

The use of X-400 electronic mail has grown considerably at the Office, making it accessible to more than 400 users of computer equipment.

5.4.5. User support

The main features of the year were:

- managing the documentation on software packages and applications at the Office;
- support for users of Macintosh configurations and desktop publishing packages in the various environments in which they run at the Office;
- organizing and running training courses on the use of standard software packages and on specific applications;
- managing the inventory of computer and telephone equipment;
- setting up an 'Info-centre' group to handle small-scale projects and to provide users with information on the various activities of the computer department.

The number of requests for assistance rose by more than 40% (3 883 in 1995 compared with 2 728 in 1994).

5.4.6. Control and security

It is important to keep a watch on the quality and security of all the services provided by the computer unit. In these two fields, the following should be emphasized:

5.4.6.1. Security

(a) *Management of requests for access*

878 requests for access were received in 1995, an increase of more than 20% over the previous year.

(b) *Management of user profiles*

A study was carried out to identify the various profiles, using the various applications available at the Office, in order to standardize them and simplify their management.

(c) *Computer security rules*

A booklet containing the rules governing computer security was produced and distributed to all users in the Publications Office.

(d) *Network and server security audit*

The security of the computer systems was inspected. Subsequently, a number of recommendations were made, several of which are already in force.

5.4.6.2. *Tools*

(a) *Management of computer systems documentation*

A project was launched in 1995 to create a repository to manage all documents relating to information systems.

(b) *Quality control of Publications Office applications*

Checks were carried out in 1995 on products supplied in connection with certain computer projects, particularly with regard to the documentation.

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

6.1. Introduction

6.2. Activities by sector

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

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text highlights the need for a robust system to capture, store, and retrieve data efficiently, ensuring that all relevant information is accessible and up-to-date.

2. The second part of the document focuses on the implementation of internal controls to mitigate risks and prevent fraud. It outlines the key components of an effective internal control system, including the establishment of clear policies and procedures, the assignment of responsibilities, and the regular monitoring and evaluation of control effectiveness. The text stresses that a strong internal control framework is crucial for safeguarding assets and ensuring the integrity of financial statements.

3. The third part of the document addresses the role of technology in enhancing operational efficiency and data security. It discusses the benefits of adopting cloud-based solutions, automation of repetitive tasks, and the use of advanced analytics for decision-making. The text also highlights the importance of implementing robust cybersecurity measures to protect sensitive data from unauthorized access and breaches, ensuring the confidentiality and integrity of the organization's information systems.

4. The fourth part of the document explores the importance of continuous improvement and innovation in driving organizational success. It emphasizes the need for a culture of learning and development, where employees are encouraged to share ideas and take ownership of their work. The text discusses the role of leadership in fostering innovation and the importance of staying abreast of industry trends and emerging technologies to maintain a competitive edge in the market.

5. The fifth and final part of the document provides a summary of the key findings and recommendations. It reiterates the importance of a holistic approach to organizational management, where all aspects of the organization are aligned towards a common goal. The text concludes by encouraging the organization to embrace change and innovation, and to continuously strive for excellence in all its operations.

6.1. Introduction

The workload in the contract management and planning sections again increased considerably in 1995.

The table below shows the growth in the workload over the past few years on the basis of a number of significant factors (publications other than the OJ).

	1989	1991	1993	1994	1995
Files opened	829	1 283	2 109	2 125	2 550
Quotations/estimates	1 198	2 036	2 619	2 853	3 290
Orders	1 837	2 237	2 004	2 143	2 344
Invoices	2 100	2 653	2 246	2 479	2 600

This increase comes not only from the increased publishing output of the institutions, but also from the increasingly systematic use of the Office's services by the new European agencies and by departments which hitherto published through study or consultancy contracts. The attraction of the very favourable financial terms on which the Publications Office's contracts are concluded and the quality of the service provided no doubt explain this trend.

It should also be noted that activity in the sector 'Services and supplies chargeable to the Publications Office budget', also grew considerably (see 6.3. below).

In order to make the procedure for using the Office's services more user-friendly, the planning unit was considerably reinforced. The purpose of the changes is to establish a real reception team at the Office for those who commission publications, to help them to specify/clarify their requirements, steering them towards the best technical and financial options and, of course, planning and monitoring their projects.

Development of the 'planning' application began in 1995, and production is planned for the end of 1996.

6.2. Activities by sector

6.2.1. Official Journal and associated products

In 1995, 240 quotations were drawn up in connection with contracting out individual issues, following the principle of selecting, under a framework contract, the firm submitting the lowest bid in each case.

In addition, 278 order forms were drawn up for 'associated products'.

3 116 invoices were checked, resulting in the receipt of 92 credit notes with a total value of ECU 785 222.

Order forms		Invoices		
		Handled	Paid	Adjusted
Paper version	0 (-)	1 088 (- 2.6 %)	951 (- 1.4 %)	19 (+ 21.7 %)
Other products	278 (+ 43.3 %)	2 028 (+ 15.5 %)	1 704 (+ 21.8 %)	47 (+ 51.6 %)
Total	278 (+ 5.7 %)	3 116 (+ 8.5 %)	2 655 (+ 12.3 %)	66 (+ 78 %)

NB: The figures in brackets show the percentage change from 1994.

Table 31 gives a detailed breakdown of invoices per product group and institution for 1995.

Table 32 gives detailed figures per month and series for Official Journal production.

Table 33 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

Table 31 — Invoicing of the OJ to the institutions in 1995

(ECU)

	EP	Council	Commission		Court of Justice	ESC	Court of Auditors	Other	Total
			A-3400	B-5304					
<i>Paper version</i>									
L series	1 720 410.10	4 015 316.18	16 976 824.27	0.00	465.61	0.00	0.00	46 568.45	22 759 584.61
C series	3 220 713.00	588 209.74	9 136 602.01	0.00	478 644.46	531 740.84	523 264.50	78 739.00	14 557 913.55
S series	0.00	0.00	0.00	17 839 236.75	0.00	0.00	0.00	0.00	17 839 236.75
Subtotal 1	4 941 123.10	4 603 525.92	26 113 426.28	17 839 236.75	479 110.07	531 740.84	523 264.50	125 307.45	55 156 734.91
(of which carried forward)	2 524 204.27	2 184 708.06	5 936 476.10	1 524 355.72	145 964.14	290 987.78	480 110.33	46 568.45	13 133 374.85
<i>Miscellaneous products</i>									
Proofreading and reprinting	0.00	928.00	37 173.07	0.00	0.00	0.00	0.00	0.00	38 101.07
Transport/packaging/dispatch	221 123.46	162 889.06	899 449.53	401 280.79	17 048.81	21 316.68	16 446.46	0.00	1 739 554.79
Magnetic media	58 267.32	41 396.85	185 055.58	73 120.95	4 514.44	5 375.73	4 391.45	0.00	372 122.32
OJ S	0.00	0.00	0.00	18 506 934.46	0.00	0.00	0.00	0.00	18 506 934.46
Indexes	13 484.67	88 914.89	529 769.63	0.00	119 998.57	0.00	0.00	0.00	752 167.76
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	451 858.18	1 424 842.91	1 672 159.05	0.00	0.00	0.00	0.00	0.00	3 548 860.14
Microfilming	50 724.76	36 037.05	160 865.22	0.00	3 924.66	4 659.27	3 809.40	0.00	260 020.36
Nimexe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CELEX	0.00	0.00	186 043.00	0.00	0.00	0.00	0.00	0.00	186 043.00
Eurovoc	2 389.23	77 641.91	474 729.33	0.00	114 077.38	0.00	0.00	0.00	668 837.85
Indexing system	8 602.34	51 130.60	312 954.51	0.00	75 373.55	0.00	0.00	0.00	448 061.00
SEI, SEI-Proder, SEI-BUD	137 883.73	262 205.39	1 027 438.77	5 549 227.34	10 377.65	11 553.75	9 616.46	0.00	7 008 303.09
Treaties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Directory	0.00	168 916.49	394 138.48	0.00	0.00	0.00	0.00	0.00	563 054.97
Formex	0.00	0.00	219 465.00	0.00	0.00	0.00	0.00	0.00	219 465.00
Consolidation	0.00	768 003.43	1 397 256.47	0.00	0.00	0.00	0.00	14 845.27	2 180 105.17
PAIs	0.00	0.00	52 846.55	0.00	0.00	0.00	0.00	0.00	52 846.55
Various IT products	725 564.30	365 520.12	1 658 814.87	0.00	39 809.90	47 266.92	38 642.78	0.00	2 875 618.89
Syspub	0.00	0.00	1 243 951.67	0.00	0.00	0.00	0.00	0.00	1 243 951.67
Arcdon	272 000.13	193 232.26	861 018.52	0.00	21 009.21	24 846.56	20 335.15	0.00	1 392 441.83
Secondary legislation	0.00	3 181 069.57	1 395 341.89	0.00	0.00	0.00	0.00	0.00	4 576 411.46
EUDOR	103 645.10	73 636.97	329 344.52	0.00	8 034.09	9 577.07	7 821.25	0.00	532 059.00
Subtotal 2	2 045 543.22	6 896 365.50	13 037 815.66	24 530 563.54	414 168.26	124 595.98	101 062.95	14 845.27	47 164 960.38
(of which carried forward)	252 747.05	851 651.47	1 496 935.49	4 790 842.55	29 721.02	16 088.07	13 269.13	14 175.88	7 465 430.66
Grand total	6 986 666.32	11 499 891.42	39 151 241.94	42 369 800.29	893 278.33	656 336.82	624 327.45	140 152.72	102 321 695.29
1995 appropriations	4 209 715.00	8 463 531.89	31 717 830.35	36 054 602.02	717 593.17	349 260.97	130 947.99	79 408.39	81 722 889.78
Carried forward from 1994	2 776 951.32	3 036 359.53	7 433 411.59	6 315 198.27	175 685.16	307 075.85	493 379.46	60 744.33	20 598 805.51

Table 32 — Monthly breakdown by institution of OJ pages produced in 1995

L, C and S series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	5 567	3 694	4 972	4 087	3 903	2 309	5 282	3 130	5 507	7 049	12 361	2 161	60 022	92 105	- 32 083	- 34.83
Council	3 000	325	1 550	9 618	1 374	2 476	4 334	2 508	1 594	4 225	3 589	9 070	43 663	69 358	- 25 695	- 37.05
Commission	55 165	70 757	80 126	74 688	73 548	85 674	82 096	90 409	77 085	94 118	78 465	92 276	954 407	702 785	+ 251 622	+ 35.80
Court of Justice	0	124	484	515	381	883	434	484	594	572	539	506	5 516	6 160	- 644	- 10.45
ESC	0	8	0	576	936	288	0	75	734	360	720	0	3 697	7 972	- 4 275	- 53.63
Court of Auditors	0	0	264	0	36	12	432	0	0	360	3 776	1 963	6 843	9 264	- 2 421	- 26.13
Total	63 732	74 908	87 396	89 484	80 178	91 642	92 578	96 606	85 514	106 684	99 450	105 976	1 074 148	887 644	+ 186 504	+ 21.01

L series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	0	0	440	143	11	363	110	0	187	23	9 048	979	11 304	37 450	- 26 146	- 69.82
Council	2 915	251	1 288	9 035	1 072	2 134	4 070	1 892	1 505	3 103	1 895	6 138	35 298	62 119	- 26 821	- 43.18
Commission	5 741	8 355	9 836	10 134	8 249	21 439	12 268	8 448	9 088	19 182	7 889	22 671	143 300	157 904	- 14 604	- 9.25
Court of Justice	0	66	0	0	0	0	0	0	0	0	0	0	66	67	- 1	- 1.49
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	198	- 198	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	8 656	8 672	11 564	19 312	9 332	23 936	16 448	10 340	10 780	22 308	18 832	29 788	189 968	257 738	- 67 770	- 26.29

Table 32 (cont.) — Monthly breakdown by institution of OJ pages produced in 1995

C series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	5 567	3 694	4 532	3 944	3 892	1 946	5 172	3 130	5 320	7 026	3 313	1 182	48 718	54 655	- 5 937	- 10.86
Council	85	74	262	583	302	342	264	616	89	1 122	1 694	2 932	8 365	7 239	+ 1 126	+ 15.55
Commission	1 772	2 562	3 674	3 630	4 447	5 627	5 148	5 701	7 189	8 012	4 840	7 911	60 513	107 879	- 47 366	- 43.91
Court of Justice	0	58	484	515	381	883	434	484	594	572	539	506	5 450	6 093	- 643	- 10.55
ESC	0	8	0	576	936	288	0	75	734	360	720	0	3 697	7 774	- 4 077	- 52.44
Court of Auditors	0	0	264	0	36	12	432	0	0	360	3 776	1 963	6 843	9 264	- 2 421	- 26.13
Total	7 424	6 396	9 216	9 248	9 994	9 098	11 450	10 006	13 926	17 452	14 882	14 494	133 586	192 904	- 59 318	- 30.75

S series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Council	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Commission	47 652	59 840	66 616	60 924	60 852	58 608	64 680	76 260	60 808	66 924	65 736	61 694	750 594	437 002	+ 313 592	+ 71.76
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	47 652	59 840	66 616	60 924	60 852	58 608	64 680	76 260	60 808	66 924	65 736	61 694	750 595	437 002	+ 313 592	+ 71.76
Number of notices	8 479	10 146	11 475	10 364	10 200	9 702	11 090	12 449	10 335	10 954	11 288	11 288	127 770	96 337	+ 31 433	+ 32.63

Table 33 — Breakdown by institution of OJ pages invoiced in 1995 (production carried forward from 1994 + production in 1995)

L, C and S series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	8 053	4 841	8 483	20 011	13 158	11	3 003	9 987	3 540	11	1 242	12 522	84 862	71 140	+ 13 722	+ 19.29
Council	1 638	6 321	6 582	5 994	8 633	5 106	12 271	2 573	3 475	2 882	1 957	2 327	59 759	58 443	+ 1 316	+ 2.25
Commission	34 722	46 994	72 343	98 305	92 240	48 095	84 203	92 992	123 592	71 027	58 501	91 681	914 695	656 365	+ 258 330	+ 39.36
Court of Justice	321	468	324	526	489	4	1 679	526	836	0	242	374	5 789	4 789	+ 1 000	+ 20.88
ESC	0	0	0	8	2 556	0	2 196	288	939	0	734	360	7 081	5 254	+ 1 827	+ 34.77
Court of Auditors	0	4 968	0	180	732	0	36	12	432	0	0	0	6 360	7 617	- 1 257	- 16.50
Total	44 734	63 592	87 732	125 024	117 808	53 216	103 388	106 378	132 814	73 920	62 676	107 264	1 078 546	803 608	274 938	+ 34.21

L series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	0	45	1 764	17 433	440	11	11	605	0	11	0	799	21 119	20 242	+ 877	+ 4.33
Council	621	5 679	6 460	5 901	7 361	5 106	12 146	1 790	2 859	2 882	1 747	2 239	54 791	53 090	+ 1 701	+ 3.20
Commission	7 875	14 580	13 924	14 994	8 807	13 027	14 531	24 821	12 281	18 051	4 809	8 578	156 278	137 149	+ 19 129	+ 13.95
Court of Justice	0	0	0	0	0	4	0	0	0	0	0	0	4	63	- 59	- 93.65
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	198	- 198	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	8 496	20 304	22 148	38 328	16 608	18 148	26 688	27 216	15 140	20 944	6 556	11 616	232 192	210 742	+ 21 450	+ 10.18

Table 33 (cont.) — Breakdown by institution of OJ pages invoiced in 1995 (production carried forward from 1994 + production in 1995)

C series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	8 053	4 796	6 719	2 578	12 718	0	2 992	9 382	3 540	0	1 242	11 723	63 743	50 898	+ 12 845	+ 25.24
Council	1 017	642	122	93	1 272	0	125	783	616	0	210	88	4 968	5 353	- 385	- 7.19
Commission	2 511	6 874	4 555	5 695	7 621	0	6 752	12 995	7 287	0	8 944	4 783	68 017	90 134	- 22 117	- 24.54
Court of Justice	321	468	324	526	489	0	1 679	526	836	0	242	374	5 785	4 726	+ 1 059	+ 22.41
ESC	18	0	0	8	2 556	0	2 196	288	939	0	734	360	7 099	5 056	+ 2 043	+ 40.41
Court of Auditors	0	4 968	0	180	732	0	36	12	432	0	0	0	6 360	7 617	- 1 257	- 16.50
Total	11 920	17 748	11 720	9 080	25 388	0	13 780	23 986	13 650	0	11 372	17 328	155 972	163 784	- 7 812	- 4.77

S series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1995	1994 figures	Change 1995-94	% change
EP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Council	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Commission	24 336	25 540	53 864	77 616	75 812	35 068	62 920	55 176	104 024	52 976	44 748	78 320	690 400	429 092	+ 261 308	+ 60.90
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
ESC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	24 336	25 540	53 864	77 616	75 812	35 068	62 920	55 176	104 024	52 976	44 748	78 320	690 400	429 092	+ 261 308	+ 60.90

6.2.2. Publications other than the Official Journal

Publications of this kind are handled by the Planning Office. The trend in the number of files opened was as follows:

Type	1994	1995
Periodicals	145	139
Minor jobs	106	73
Individual publications (inc. published and COM documents)	1 874	2 338
Total number of files	2 125	2 550

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

Nature of works	1994	1995
Invitations to tender:	12	11
— notices published in the Official Journal	8	10
— firms invited to tender	413	336
— bids examined	182	110
New contracts (inc. contracts for OJ)	20	5
CCPC reports/opinions	17	10
Quotations/estimates	2 853	3 290
Order forms	2 143	2 344
Invoices	2 479	2 600
Credit notes	30	49
Price revisions	17	85

The 2 600 invoices checked represent a total of ECU 25 388 971.36, broken down among the institutions as follows:

Institution	Amount in ecus	%
Commission	20 580 855.91	81.07
Parliament	1 744 765.67	6.87
Council	367 918.69	1.45
Court of Justice	1 909 085.82	7.52
Court of Auditors	26 475.76	0.10
Economic and Social Committee	129 985.27	0.51
Cedefop	277 448.49	1.09
EIB	8 095.52	0.03
Publications Office	238 474.82	18.93
Other	105 865.41	0.42
Total	25 388 971.36	100.00

The 49 credit notes obtained totalled ECU 196 529.58.

The total value of the invoices checked was 2.83% lower than in 1994.

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

The table below summarizes the work done in connection with services and supplies chargeable to the Office's budget:

Nature of work	1994	1995
Procurement requests	378	394
Invitations to tender	18	25
— notices published in the OJ S series	6	20
— firms invited to tender	269	371
— bids examined	84	148
New contracts and special agreements	45	47
CCPC reports	8	19
Quotations/estimates	572	756
Commitments	1 450	1 170
Order forms	936	1 142
Invoices/credit notes	3 245	3 789
Price revisions	60	52
Recovery orders	160	135
VAT exemption certificates	528	1 103



7. Staff of the Office and personnel questions

7.1. Officials

7.2. Temporary staff

7.3. Auxiliary staff

7.4. Freelance proofreaders

7.5. Training

7.6. Consultations with staff representatives

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



7.1. Officials

In connection with the accession of the new Member States, 60 posts (5 A, 44 B and 11 C) were granted to the Office in the 'enlargement' supplementary and amending budget 1/95. Most of these posts were filled.

Eleven competitions for proofreaders (one in each Community language) were organized in 1995, and the reserve lists should be available in 1996.

Table 34 — 1995 establishment plan

Category and grade	Number of permanent posts
A 1	—
A 2	1 ¹
A 3	2
A 4	5
A 5	10
A 6	10
A 7	12
A 8	—
Total	40
B 1	32
B 2	59 ²
B 3	75 ²
B 4	58
B 5	29
Total	253
C 1	27
C 2	31
C 3	41
C 4	38
C 5	18
Total	155
D 1	24
D 2	32
D 3	21
D 4	—
Total	77
Grand total	525³

¹ The Director of the Publications Office is an official in grade A1 *ad personam*.

² Including two technical and secretarial assistants.

³ Part-time occupation of certain posts may be compensated for by engaging other staff up to the equivalent of the number of posts thus liberated in each category.

36 officials were recruited by or transferred to the Publications Office during 1995.

Table 35 gives details of these changes and other administrative procedures (departures, promotions, etc.).

Table 35 — Administrative procedures

Category	Number
Officials	
(A) — Arrivals	
1. Appointment as probationer official following:	
— open competition	28
— internal competition	0
2. Internal transfer to the Office	4
3. Transfer to the Office from other institutions	4
4. Placed at the disposal of the Office	2
5. Secondment to the Office	0
6. Reinstatement after:	
— being assigned non-active status	0
— leave on personal grounds	2
— military service	0
— secondment to the CLP (Local Staff Committee)	0
(B) — Departures	
1. Transfer to another DG	11
2. Transfer to another institution	1
3. Leave on personal grounds:	
— granted	6
— extended from 1994 to 1995	1
4. Leave for military service:	
— granted	0
— extended from 1994 to 1995	0
5. Placed at the disposal of another DG:	
— granted	0
— extended from 1994 to 1995	0
6. Secondment from the Office	3
7. Assigned non-active status	0
8. Invalidity	7
9. Early retirement	0
10. Retirement	2
11. Resignation	1
12. Retirement in the interests of the service	0
13. Dismissal for incompetence	0
14. Death	2
(C) — Miscellaneous	
1. Promotion:	
— within a career bracket	36
— to another career bracket	29
— to another category:	
● following an internal competition	1
● following an open competition	1
2. Appointment	2
3. Temporary post:	
— granted	0
— extended from 1993 to 1994	0
4. Half-time and part-time working:	
— granted	5
— extended from 1993 to 1994	22
5. Mobility within the Office	29

Category	Number
Temporary staff	
(A) — <i>Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	50
— renewal	9
2. Open-ended appointment:	
— new appointment	—
— renewal	—
(B) — <i>Departures</i>	
1. End of contract	1
2. Establishment after competition	—
3. Resignation	—
4. Death	—
Auxiliary staff	
(A) — <i>Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	37
— renewal	0
2. Open-ended appointment:	
— new appointment	—
— renewal	—
(B) — <i>Departures</i>	
1. End of contract	73
2. Establishment after competition	1
3. Resignation	3
4. Death	—

7.2. Temporary staff

The contracts of nine temporary members of staff were renewed. Pending the availability of adequate reserve lists, particularly of proofreaders and nationals of the new Member States, 50 contracts for temporary staff in grade B were given in 1995, mainly for qualified freelance proofreaders.

7.3. Auxiliary staff

In view of the shortage of officials for proofreading, the Office gave contracts to 37 auxiliary staff, mainly to make up for staff shortages in certain languages.

At the end of September 1995, work on the secondary legislation in the new languages, Swedish and Finnish, was practically complete.

At the end of the year there were still 15 auxiliary members of staff, 5 of them in grade C and 1 in grade D.

7.4. Freelance proofreaders

The original 1995 budget appropriation covering fees, travel expenses, mission expenses, sickness and accident insurance contributions and the costs of publishing advertisements and organizing tests amounted to ECU 1 300 000.

A transfer of ECU 470 000 was made to this heading during the year in the 'enlargement' supplementary and amending budget 1/95.

Total appropriations spent on reinforcing the proofreading teams in the Office were therefore ECU 1 770 000.

In order to swell the reserve lists of freelance proofreaders in the 11 Union languages, during the year the Publications Office organized several aptitude tests. A total of 718 applications were processed and 394 applicants took the tests.

Table 36 — Results of tests organized for freelance proofreaders

Language of test	Number of applications	Number of candidates invited to tests	Number of participants	Passed
— DA, DE, EL, EN, ES, FR, IT, NL, PT, FI, SV	219	212	156	31
— SV (in Stockholm)	21	21	15	6
— PT (in Lisbon)	268	133	88	8
— DA, DE, EL, EN, ES, FR, IT, NL, PT, FI, SV	210	204	135	26
Total	718	570	394	71

The success rate was 18.02%.

In view of the problems experienced in selecting and retaining qualified freelance proofreaders, the Office subcontracted proofreading work for a total of ECU 272 648. This amount is included in the expenditure total given above.

7.5. Training

7.5.1. Training plan

At the beginning of November the draft for the Office's first training plan for 1995/96 was submitted to the Luxembourg Local Training Committee. This plan is the outcome of a survey of Office officials in the second half of 1994.

The data from this plan are already being used to improve staff training.

7.5.2. Attendance at training courses in 1995

In 1995, 409 members of staff attended 114 different non-language courses. A total of 1 320 Office officials took part in 1 320 training activities, including 128 language courses. Out of a staff total of 482 on 31 December 1995, almost 85% attended a course.

This was a further substantial increase over the previous year (985 courses in 1994 and 563 in 1993). However, the number of officials taking language courses fell by 31, or 20%.

Number of officials taking language courses by Community language

Year	ES	DA	DE	EL	EN	FR	IT	NL	PT	FI	SV
1994	15	2	34	2	43	27	30	0	3	2	3
1995	17	2	28	1	41	15	15	0	2	1	2

The Office organized out of its own budget 38 training courses, of which 12 were given at the Office by outside bodies. Some 186 officials attended these courses. Of these, particular mention should be made of the following:

- document creation processes;
- project manager workbench;
- production staff;
- OP-BUDT;
- desktop publishing.

For these training operations the Office committed more than ECU 252 000, of which more than ECU 151 000 was for preparing the course on the standard generalized mark-up language (SGML).

7.6. Consultations with staff representatives

It was decided to organize contact meetings between staff representatives and the Office management on a more regular basis from 1995 onwards. Accordingly, nine meetings were held during the year.

These frequent contacts must be seen as a significant improvement, since they enabled misunderstandings to be cleared up quickly, before they could become more serious.

A staff *ad hoc* advisory committee on relocation was set up at the end of the year to monitor the provisional relocation of some 50 staff members to another building.

7.7. Consultations with trade unions and professional bodies

Technical consultations

On 8 February and 6 March the Office management met delegations from the trade unions and professional bodies (OSPs).

The second of these meetings concerned the presentation of the 1996 preliminary draft budget, which had also been on the agenda at the first meeting.

Staff questions

The OSPs expressed their concern over the numbers of permanent staff, which had not increased in line with the workload. The Office reiterated the need to use non-established staff to cope with the major fluctuations in the volume of work which were typical of publishing.

It was agreed, at the request of the OSPs, that the Office should discuss, together with staff representatives, a revision of the current code of conduct in the light of the Commission's new code.

The OSPs asked for staff to be reminded early in the year of rules on working hours during very hot weather.

Buildings

The OSPs expressed their satisfaction regarding the proposed transfer of the canteen, on which work could finally start, since the necessary appropriations were in the Office's 1995 budget. However, they mentioned a number of minor problems in connection with the poor state of the premises.

While it recognized that some internal improvements (regarding carpets, toilets and water leaks) needed to be made quickly, the Office emphasized that the actual structure of the building was sound, and that some problems were inevitable after the premises had been occupied for 22 years.

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



The translation work done for the Publications Office by the Translation Service's thematic group G in Luxembourg in 1995 amounted to 10 864 pages — an increase of 1.5% over the 1994 figure.

This means that overall demand is tending to level off, unlike the situation in previous years, since in 1994 there was an increase of 29% over the 1993 figure and the increase over 1992 was even 110%.

Of the texts translated, *EUR-OP News* continues to account for the lion's share. This quarterly publication, which forms part of the efforts made by the European institutions to keep the citizens of Europe informed, represented 29% of the total workload in 1995, compared with 20% in 1994. This increase is due to the fact that each issue of *EUR-OP News* now has a supplement, and that it is also translated into Danish.

Lastly, mention should be made of the effective cooperation between the Publications Office, the Translation Service and other Commission Directorates-General on setting up systems for managing and exchanging computerized textual data. This will substantially reduce the time required for publishing the Commission's major documents, such as the Bulletin, the budget and Community agreements.

Annex

CELEX

**(interinstitutional computerized documentation
system for Community law)**



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General overview

CELEX (*Communitatis Europae Lex*) is the official legal database of the European Union institutions. It covers:

- Community legislation, including preparatory work and references to national implementing measures;
- Court of Justice *Reports of cases*;
- Parliamentary questions.

CELEX came into operation in the early 1970s for the internal use of the Commission; in the course of that decade it became interinstitutional, and at the beginning of the 1980s it was converted into a multilingual system accessible by the general public. CELEX is now distributed by the Publications Office server Eurobases and by some 40 other servers, gateways and CD-ROM distributors in Europe and the United States.

In 1994, real progress had already been made on CELEX's two weaknesses:

- its user interface, which was not sufficiently user-friendly;
- the gaps in the full-text coverage and the fact that it was not up to date.

In 1995, solutions were found in each of these critical fields:

- the interface, with menu-driven dialogue, was made available to all users, allowing untrained users to interrogate the base without any previous knowledge;
- work on eliminating the backlog of missing texts has increased the average full-text coverage from 84 to 97%.

These two major developments were supplemented by the following measures:

- a reduction in the time taken to load the full text of both legislation and judgments of the Court of Justice;
- loading of the Act of Accession of the new Member States.

In 1995, a start was also made on three major projects:

- the modernization of the CELEX production process;
- a programme to improve the quality of the CELEX base, known as the upgrading project, which will continue in 1996 and 1997;
- creation of the Finnish and Swedish versions.

The work of managing and disseminating CELEX was assisted and steered by the CELEX Interinstitutional Group, which reports to the Publications Office Management Committee. The Group met three times (on 24 January, 4 May and 19 October) and the Council Working Party on Legal Data-processing held two meetings (15 and 16 June and 11 and 12 December).

1. Input — loading

1.1. Production

A CELEX document consists of two basic parts:

- (i) the analytical part, containing the titles, dates, various descriptors and the links between documents, which is created by a program on the basis of the same coded version of the document for each language version; because of this parallelism between all the versions the term 'documentary unit' is used below to refer to a given document;
- (ii) the textual part, containing the text and annexes to the documents (except for sectors 5 and 9 without text); these texts were loaded in the past as they became available, which explains the differences in the text coverage.

These two parts are now loaded on a weekly basis.

1.1.1. Loading of documentary units

Table 37 — Number of documentary units ('analytical part') loaded in 1994 and 1995

Sector	1994	1995
Treaties	761	376
Secondary legislation	2 188	2 166
Supplementary legislation	48	54
International agreements	204	284
Commission preparatory documents	697	806
Council preparatory documents	89	65
Parliament preparatory documents	817	2 032
Economic and Social Committee	135	186
Committee of the Regions	—	32
Court of Justice	560	1 048
National measures	71	87
Parliamentary questions	4 197	5 303
Corrigenda etc.	5 893 ¹	333
Total	15 660	12 772

¹ Figure due to the loading of the entire corpus of corrigenda.

The analysis teams in Luxembourg and Brussels made some 29 000 corrections to the analytical parts of the documents, some 10 000 of which as part of the upgrading project (see 3.3), an increase of more than 30% over 1994.

1.1.2. Loading of texts

The work of loading full texts is summarized in the following tables:

(a) Legislative texts

Table 38 — Text coverage of CELEX sectors 1 to 4 (documents in force on or after 1 January 1993) ¹

Language	Situation on 1.1.1995		Objective for 1.1.1996	Situation on 1.1.1996	
	Documents with text	Coverage (%)		Documents with text	Coverage (%)
ES	17 347	82.3	22 991	22 475	97.8
DA	17 501	83.1	22 991	22 335	97.1
DE	18 836	89.4	22 991	22 485	97.8
EL	16 178	76.8	22 991	22 087	96.1
EN	18 875	89.6	22 991	22 487	97.8
FR	18 914	89.8	22 991	22 514	97.9
IT	17 343	82.3	22 991	21 777	94.7
NL	18 456	87.6	22 991	22 333	97.1
PT	15 972	75.8	22 991	21 865	95.1
Total	159 422	84.1	206 919	200 358	96.8

¹ Excepting food-aid documents, which it is not planned to load in full at present.

The differences between the language versions in the number of texts loaded were reduced from 14 to 3.2%.

(b) Case-law texts

Great progress was made in reducing the time taken to load case-law texts. Judgments of the Court of Justice now appear in CELEX within two weeks of their issue.

Table 39 — Coverage on 19 January 1996: Case law (sector 6) — Judgments and other documents (excluding opinions of the Advocates-General)

Language version	Number of documentary units present	Target full-text coverage ¹	Number of texts loaded	Coverage rate on 19.1.1996 (%)	Coverage rate on 30.4.1993 (%) for comparison
ES	5 141	2 768	1 692	61	0
DA	5 141	4 586	3 495	76	71
DE	5 141	5 141	4 639	90	89
EL	5 141	3 724	2 003	54	35
EN	5 141	5 141	4 417	86	86
FR	5 141	5 141	4 848	94	95
IT	5 141	5 141	4 634	90	86
NL	5 141	5 141	4 549	88	87
PT	5 141	2 768	1 532	55	0
Total		39 551	31 809	80	61

¹ For DE, EN, FR, IT and NL, documents published from the outset; for DA, documents published since 1 January 1973; for GR, documents published since 1 January 1981; for ES and PT, documents published since 1 January 1986.

Table 40 — Coverage on 19 January 1996: Case law (sector 6) — Opinions of the Advocates-General

Language version	Number of documentary units present	Target full-text coverage ¹	Number of texts loaded	Coverage rate on 19.1.1996 (%)	Coverage rate on 30.4.1993 (%) for comparison
ES	3 848	1 686	1 075	64	0
DA	3 848	1 686	1 198	71	70
DE	3 848	1 686	1 343	78	76
EL	3 848	1 686	987	59	27
EN	3 848	1 686	1 265	75	70
FR	3 848	1 686	1 575	93	90
IT	3 848	1 686	1 429	85	79
NL	3 848	1 686	1 278	76	72
PT	3 848	1 686	1 002	59	0
Total		15 174	11 152	73	54

¹ Conclusions published since 1 January 1987.

1.1.3. Extending coverage

New document types have been created for joint committee and Committee of the Regions' documents.

The texts of Economic and Social Committee and Committee of the Regions' preparatory work after 1.1.1995 are now also available in CELEX.

1.2. Production tools

Modernizing the input system

A start has been made on restructuring the input sequence, which is a considerable and essential step in the modernizing process. The new production infrastructure will make it possible to introduce new methods while preserving continuity.

A new sequence of operations for processing Court of Justice texts using the Office's publishing system is in place and will enable summaries to be loaded of the case law of the Court of Justice on staff cases.

2. Dissemination

This chapter provides statistics on the dissemination of the CELEX reference bases and derived versions. CELEX reference bases are consulted by users in the institutions and external users alike (Eurobases customers and gateways).

Table 41 — Dissemination of CELEX reference bases in 1994 and 1995 — on-line access by the institutions and external users

	Number of users		Connection time (hours)	
	1994	1995	1994	1995
Institutions	3 348	4 035	31 370	46 871
External users	1 393	1 426	10 120	10 619
Total	4 741	5 461	41 490	57 490

2.1. Internal use

Table 42 — Dissemination of CELEX in 1995: internal use

Version		Commission and Pub. Office	Court of Justice	Parliament	Council	ESC	Court of Auditors	EIB
ES	U	490	89	57	64	20	8	—
	H	1 455	374	392	76	22	9	—
DA	U	566	80	58	58	13	10	—
	H	2 310	258	125	82	26	5	—
DE	U	810	119	110	50	28	12	—
	H	2 935	690	244	81	42	12	—
EL	U	140	33	10	18	11	1	—
	H	681	75	2	21	10	0.5	—
EN	U	1 666	153	126	99	49	22	1
	H	5 904	653	262	201	49	22	11
FR	U	2 398	264	193	138	85	48	3
	H	18 062	3 766	1 333	622	228	160	14
IT	U	487	93	76	25	28	6	1
	H	1 371	288	212	77	28	2.5	0.3
NL	U	406	79	39	27	20	3	—
	H	1 701	562	49	54	24	3	—
PT	U	294	48	22	23	28	4	—
	H	889	244	51	61	39	1	—
All versions together	U	3 095	289	299	179	108	62	3
	H	35 308	6 910	2 670	1 275	468	215	25

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

2.2. External dissemination

2.2.1. Preliminary remark

On 31 December 1995, 37 distribution contracts for the CELEX database were in force (1993: 48, 1994: 42).

There are two types of distribution contract:

- (i) a licensing agreement, authorizing the dissemination on-line or on CD-ROM of derived versions of CELEX: 20 dissemination partners;
- (ii) a gateway contract regulating the dissemination of the CELEX reference bases housed in the Commission's Computer Centre (15 dissemination partners operational on 31.12.1995).

In 1995, two partners were still disseminating CELEX reference bases under dissemination arrangements which are now being discontinued.

The activities of the partners is broken down as follows:

Table 43 — CELEX distribution contracts

Type of activity	1995
Commercial on-line servers	9
Government on-line servers	5
CD-ROM publishers	6
Gateways	15
Commercial agents	2
Total	37

In January 1996, Unit OP/4 carried out an initial survey among CELEX licence holders to obtain statistical data on the use of CELEX derived versions (accessible on-line and on CD-ROM).

Of the 20 licence holders (14 on-line servers and six CD-ROM publishers), some 14 replied (eight on-line servers and five CD-ROM publishers).

The results of the survey show that the CELEX reference bases (via Eurobases and gateways) account for only a very small percentage of total external use, on-line use alone 3% of connection time (total: 349 197 hours) and 8.7% of active users (total: 16 070 users).

In addition, there are, of course, the 1 516 subscribers to the derived versions of CELEX on CD-ROM identified by the survey.

2.2.2. Dissemination of the reference bases by Eurobases and the gateways

*Table 44 — On-line access by external users
(Eurobases customers and gateways)*

Number of users		Connection time (hours)	
1994	1995	1994	1995
1 393	1 426	10 120	10 619

On-line external dissemination of the reference bases is available via the Eurobases server (OP/4-C), the computer infrastructure being provided by the Commission's Computer Centre. There are two types of use:

- (i) direct use: users (standard or privileged) who have concluded an access contract with Eurobases;
- (ii) indirect use: users who have concluded a contract with an official gateway.

The transfer, under the decentralization policy, of standard customers to the gateways network proceeded in 10 countries during the year. By 31 December 1995, the gateways network covered some 15 countries. Cover for most of the remaining countries is expected to be provided by the end of 1996.

Despite these operations resulting in a 11.6% decrease in the number of active access keys, consumption by direct users has risen by 6.6% compared with the previous year.

With regard to direct contracts with Eurobases, the transfer of direct customers to gateways has resulted in a change in the ratio between use against payment and privileged use, showing an increase in privileged use.

The shares of the various language versions have changed, showing an increase in the ES, NL, PT and EL versions and a decline in the DE version and, in particular, the FR version. The English version of CELEX is now the most used, with 22.2% consultation, overtaking the French version with 18.4% (in 1994: CELEX-FR 28%, CELEX-EN 23%).

The remarkable increase in the use of the Spanish and Portuguese versions is due, at least in part, to the opening to the general public of the bases on 1 September 1994. The use of the Dutch and Greek versions has also shown a marked increase. The elimination of the backlog of missing documents in CELEX versions other than French has encouraged users to transfer to their own language versions.

Table 45 — CELEX reference bases external on-line dissemination, 1995 — direct and indirect use

Use	1995		Change 1994-95	
	Hours	%	Hours	%
Direct ¹	7 787	73.3	483	6.6
Indirect ²	2 832	26.7	16	0.6
Total	10 619	100.0	499	4.9

¹ Eurobases customers.

² Official gateways customers.

Table 46 — CELEX reference bases external on-line dissemination, 1995 — number of Eurobases contracts and Eurobases and gateways connection time by country

Country	Eurobases contracts (31.12.1995)				Connection time (direct ¹ and indirect ² use)	
	1995		Change 1994-95		Hours	%
	Number	%	Number	%		
Belgium	318	23.1	- 208	- 43	1 877	18.5
Denmark ³	32	4.4	- 46	- 47	824	8.1
Germany ³	79	14.1	- 202	- 55	872	8.6
Greece ³	15	2.5	- 50	- 63	202	2.0
Spain ³	61	6.8	- 54	- 40	1 311	13.0
France	108	8.1	- 142	- 60	611	6.0
Ireland ⁴	12	1.0	- 34	- 74	124	1.2
Italy	111	8.4	- 88	- 47	1 899	18.8
Luxembourg	12	1.1	- 19	- 59	90	0.9
Netherlands	74	5.2	- 77	- 56	397	3.9
Austria ³	18	1.7	- 17	- 48.6	231	2.2
Portugal ⁴	25	1.7	- 29	- 59	350	3.5
Finland ⁴	9	0.9	3	50	190	1.8
Sweden ³	11	1.1	- 5	- 31.3	183	1.7
United Kingdom ³	85	14.2	- 160	- 49	440	4.3
Norway ⁴	4	0.4	2	100	41	0.4
Switzerland ⁴	8	0.8	0	0	164	1.5
Other	62	5.9	18	40.9	126	1.2
Total	1 044	100.0	- 137	- 11.6	10 619	100.0

¹ Eurobases customers.

² Official gateways customers.

³ Countries where standard customers transferred to gateways in 1995.

⁴ Countries where standard customers transferred to gateways in 1994.

There is a slight increase in use (4.9%). Taking into account the transfer of a proportion of users to the gateways network, and consequently to indirect use, there is a considerable increase in direct use together with a real decrease in indirect use.

With regard to CELEX access terms, the Eurobases contracts can be classified as follows:

- (i) standard, full-price: all users, in the private or public sectors, in the countries not covered by a gateways disseminator, except for the categories below;
- (ii) semi-privileged, half-price: universities in the Member States of the European Union, members of the public information relays network (United Kingdom);
- (iii) privileged, free of charge: centres for rural development, European documentation centres, centres for local urban initiative, permanent representations of the Member States to the European Union;
- (iv) privileged, one-third price: BC-Net, BCC correspondents, Euro-Info Centres.

Table 47 — CELEX reference bases external on-line dissemination, 1995 — types of Eurobases contract (= direct use)

Type of contract	Eurobases contracts				Connection time			
	1995		Change 1994-95		1995		Change 1994-95	
	Number	%	Number	%	Hours	%	Hours	%
Standard	442	42.3	- 273	- 38.2	2 213	28.4	- 456	- 17.1
Semi-privileged	82	7.9	52	173.3	36	0.5	24	200
Privileged	520	49.8	84	19.3	5 538	71.1	915	19.8
Total	1 044	100.0	- 137	- 11.6	7 787	100.0	483	6.6

The main reason for the decrease in the number of contracts and hours of connection time by standard customers is the transfer of normal customers in 10 countries to gateways. The number and time used by semi-privileged and, especially privileged users, have increased considerably.

Table 48 — CELEX reference bases external on-line dissemination, 1995 — connection time by language version (Eurobases customers and gateways)

Language version	1995		1994
	Hours	%	%
1. CELEX-EN	2 357	22.2	23
2. CELEX-FR	1 950	18.4	28
3. CELEX-IT	1 767	16.6	18
4. CELEX-ES ¹	1 537	14.5	3
5. CELEX-DE	1 059	10.0	13
6. CELEX-DA	749	7.1	8
7. CELEX-NL	723	6.8	6
8. CELEX-PT ¹	391	3.7	0.8
9. CELEX-EL	86	0.8	0.2
Total	10 619	100.0	100.0

¹ Bases made available to the public on 1 September 1994.

2.2.3. Dissemination, under licence, of the derived versions of CELEX

Dissemination is carried out by means of on-line servers and CD-ROM publishers, with 20 current licensing contracts. The survey quoted above has shown that this form of dissemination reaches a much wider public than the dissemination of the reference bases housed in the Commission's Computer Centre.

2.2.3.1. Dissemination by on-line servers

The figures in the following table were obtained from the survey conducted among licence holders and provide the reply from nine on-line servers (three managed directly by the national administrations and six commercial servers).

NB: No account could be taken of the use of derived versions of CELEX on two large commercial servers and the CELEX versions available on several servers managed by national administrations.

Table 49 — On-line dissemination of derived versions of CELEX

Number of users		Connection time (hours)	
1994	1995	1994	1995
not available	14 677	not available	338 578

2.2.3.2. Dissemination on CD-ROM

Number of subscribers to derived versions on CD-ROM in 1995: 1 516.

NB: This figure is taken from the replies from five of the six publishers of CD-ROM versions of CELEX and represents an estimated 4 000 to 5 000 users.

2.3. Training

Eurobases organized directly nine training courses for external users in Brussels given by subcontracted instructors in English and French (57 participants). Under the decentralization policy, the courses in other countries were administered directly by the gateways network.

2.4. Documentation

The fifth volume of the interrogation manual 'CELEX guide to the menu-driven interface' was produced in English and translated into French. The 'Quick reference guide' was translated into French and German.

2.5. Publishing the *Directory of Community legislation in force*

The 24th and 25th editions of the Directory appeared in February and September respectively.

3. Major projects

3.1. Loading of texts

During 1995, the new sequence of text-processing operations made it possible to load texts from the Office's electronic archives (ARCEL).

Table 50 — Number of documents loaded in 1995 from ARCEL

Language version	Number of documents loaded
ES	3 074
DA	2 924
DE	1 745
EL	3 765
EN	3 464
FR	1 685
IT	2 521
NL	1 971
PT	3 520
Total	24 669

3.2. User-friendly interface

The menu-driven central interface (using Mistral 'forms') was made available to external users in September. The interface is already available in French, English and German and can be used for dialogue with CELEX using 'conventional' procedures, i.e. as used for traditional legal document searches:

- access by domain (legislation, case law, etc.);
- default filtering (e.g. legislation in force);
- prompt with a preselection of important search criteria (e.g. 'all subsequent documents citing a given text');
- masks for inputting formatted data, etc.;
- automatic highlighting of search terms in the display.

Since September, approximately 15% of CELEX interrogation time in the Commission was accounted for by this new search tool used by 25% of users.

3.3. Upgrading

This new project consists of a systematic review of legal documents in force on 1 January 1995.

The first phase of this undertaking was focused on the analytic part of the documents. It monitors documentary and legal data and makes it possible to introduce refinements (Eurovoc, notion of branches of law).

Some 6 000 files were dealt with, following the creation of the team and the introduction of the working methods.

In 1996, the Publications Office will pursue its efforts and launch the phase concerning the textual part of the documents.

3.4. Creation of the Finnish and Swedish bases

The CFI (Finnish) and CSV (Swedish) bases were created in December 1995. The two new versions will be verified and loaded throughout 1996.

4. Resources

4.1. 1995 financial year

The Publications Office spent ECU 4 042 399 on CELEX in 1995, broken down as follows:

- expenditure on regular staff (Title 1): ECU 1 162 682
- infrastructure costs (Title 2): ECU 420 795
- item 3431, loading: ECU 804 147
- item 3431, dissemination: ECU 154 529.35
- item 3431, major projects: ECU 1 500 246

A breakdown of the above amounts is given in Tables 52 and 53.

In 1995, the Publications Office's CELEX team comprised 16 posts: seven As, one B, seven Cs and one D.

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

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

The human resources allocated by the other institutions to CELEX input in 1995 were as follows:

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

The CELEX revenue is summarized in Table 51.

Table 51 — CELEX revenue

	Amounts invoiced 1.1.1995 to 31.12.1995	Revenue collected 1.1.1995 to 31.12.1995	3431 reuse of 1995 revenue
Royalties	324 834.35	324 693.35	317 252.96
Consultation	128 236.26	116 251.14	60 453.43
User manuals/training	35 970.00	30 510.00	—
Total	489 040.61	471 454.49	377 706.39
Available in 1995			422 898.99

4.2. 1996 financial year

The 1996 draft CELEX budget gives the following estimates:

- expenditure on regular staff (Title 1): ECU 1 809 157
- infrastructure costs (Title 2): ECU 292 150
- item 3431, loading: ECU 389 000
- item 3431, dissemination: ECU 200 000
- item 3431, major projects: ECU 740 000

This gives a total of ECU 3 430 307 which is a decrease of 15.1% compared with 1995. The decrease is logical, given that 1995 was the last year of the exceptional budget granted by the budgetary authority.

Table 52 — CELEX (regular) staff and infrastructure costs

(ECU)

Item	Heading	Out-turn 1995	Budget 1996
1100	Basic salaries	700 256	1 230 846
1101	Family allowances	80 347	138 353
1102	Expatriation/foreign residence allowances	89 741	160 681
1103	Secretarial allowance	8 105	11 812
1120	Vocational training	11 200	10 000
1130	Sickness insurance	23 809	41 849
1131	Accident insurance	4 786	8 412
1140	Birth and death grants	—	—
1141	Annual travel expenses	12 563	18 185
1174	Freelance proofreaders	125 000	100 000
1175	External services	10 000	5 000
1181	Travel expenses	—	—
1182	Installation/resettlement allowances	14 577	3 368
1183	Removal expenses	5 558	8 980
1184	Temporary daily subsistence allowances	26 550	13 021
1190	Weightings	3 627	6 960
1191	Provisional appropriation	11 164	20 191
1300	Mission expenses	35 400	31 500
	<i>Total Title 1 CELEX</i>	1 162 682	1 809 157
2000	Rent	132 400	98 000
2010	Insurance	420	450
2020	Water, gas, etc.	10 000	10 500
2030	Cleaning and maintenance	10 300	18 500
2040	Fitting-out of premises	7 500	7 300
2050	Security and surveillance of buildings	15 000	16 000
2090	Other expenditure on buildings	525	600
2100	Computer Centre operations	150 000	100 000
2140	Analysis/programming handled outside	55 000	—
2250	Library stocks, purchase of books	6 950	6 200
2252	Subscriptions to newspapers/periodicals	800	1 000
2255	Subscription to view-data services	400	400
2300	Stationery and office supplies	6 500	7 000
2400	Postage and delivery charges	2 000	2 200
2410	Telephone etc.	23 000	24 000
2500	Meetings in general	—	—
	<i>Total Title 2 CELEX</i>	420 795	292 150
3431	CELEX	2 190 565	1 329 000
	<i>Total Title 3 CELEX</i>	2 190 565	1 329 000
	Grand total CELEX	3 774 042	3 430 307

Table 53 — Expenditure 1995 and estimates 1996

(ECU)

Item 3431 CELEX	Summary of CELEX as at 25.1.1996			
	Expenditure 1995			Forecasts 1996
	Planned	Committed	Invoiced	
I — Loading				
1. Production	689 000.00	286 140.00	122 740.00	689 000.00
2. Production tools	235 000.00	249 650.00	105 575.00	0.00
Reuse	- 200 000.00 ¹	268 357.00 ²	265 357.71	- 300 000.00 ¹
<i>Subtotal</i>	<i>724 000.00</i>	<i>804 147.00</i>	<i>493 672.71</i>	<i>389 000.00</i>
II — Dissemination				
1. Documentation	50 000.00	77 969.35	11 569.35	50 000.00
2. Interrogation interface	100 000.00	54 660.00	19 460.00	150 000.00
3. User survey	0.00	21 900.00	21 900.00	0.00
<i>Subtotal</i>	<i>150 000.00</i>	<i>154 529.35</i>	<i>52 929.35</i>	<i>200 000.00</i>
III — Major projects				
1. Clearing backlog of missing texts	247 000.00	1 700.00	114.05	0.00
2. New language versions				
2.1. Local system	0.00	0.00	0.00	0.00
2.2. Computer Centre	150 000.00	148 875.00	0.00	0.00
2.3. Parameters	200 000.00	199 125.00	129 600.00	0.00
2.4. Input	180 000.00	0.00	0.00	0.00
3. Quality improvement	200 000.00	810 696.00	35 043.75	200 000.00
4. Consolidated texts				
4.1. Preliminary study of loading	0.00	0.00	0.00	0.00
4.2. Current texts	40 000.00	0.00	0.00	40 000.00
4.3. Historical texts	100 000.00	140 000.00	0.00	100 000.00
5. CELEX 2000				
5.1. Council Resolution of 20.6.1994 (ex-sector 7)	80 000.00	199 850.00	0.00	0.00
5.2. CELEX, version 2	120 000.00	0.00	0.00	200 000.00
5.3. Modernization of methods	0.00	0.00	0.00	200 000.00
<i>Subtotal</i>	<i>1 317 000.00</i>	<i>1 500 246.00</i>	<i>164 757.80</i>	<i>740 000.00</i>
Total	2 191 000.00	2 458 922.35	711 359.86	1 329 000.00

¹ Estimated figure.² Actual figure.







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