Annual Activity Report  
1 January – 31 December 2007

DIRECTORATE-GENERAL FOR TRANSLATION AND PUBLISHING
AUTHORISING OFFICER BY DELEGATION: JUANA LAHOUSSE-JUAREZ

CONTENTS

I- ACHIEVEMENT OF OBJECTIVES IN 2007
1. THE DIRECTORATE-GENERAL’S ENVIRONMENT

The main feature of 2007 was the increase in the number of official languages, which from January 2007 included Romanian, Bulgarian and Irish, and the change of Director-General in February 2007.

The objectives set for the Directorate-General on the basis of those laid down by the Secretary-General for the institution as a whole were fully achieved.

In the Translation Directorate, a sustained recruitment effort made it possible to fill virtually all translators’ posts, including those in the two new Romanian and Bulgarian units. The filling of assistants’ posts, which began in 2007, will only be completed at the end of 2008 owing to the postponement of the current EPSO competition.

Owing to the inevitable teething troubles faced by these units and the lack of qualified professionals, the Bureau decided to extend the special arrangement under Rule 139 of the Rules of Procedure in respect of Romanian and Bulgarian, as well as Maltese and Irish.

Moreover, the involvement of the language units in EURAMIS, the interinstitutional translation memory exchange system, led to a major change in their working methods. To ease this change, a pre-translation team (PreTrad) was set up in SILD in April 2007 by seconding translators and assistants from the language units. 22 people now work for this service.

However, efforts to provide Members with quality translations within the appointed deadlines are being seriously jeopardised by failure to comply with the Code of Conduct, leading to major increases in the workload which are difficult to cope with and making it difficult to
establish budgetary estimates for external translations. In its resolution of 10 July 2007\(^1\), Parliament reaffirmed the need to review the Code of Conduct and consistently seek to keep the costs of multilingualism in check and improve the quality of translation. It also unequivocally confirmed the importance of multilingualism to the Union, with due respect for quality and cost control.

The Publishing Directorate, through its Intranet Services Unit, is involved in a vast project to restructure Parliament’s Intranet site. It also set up the DG’s ‘Intratred’ website, in close cooperation with the Translation Directorate and SILD, which became available online on 25 September 2007.

In February 2007, the Printshop and Distribution Units began to provide Members with new print-on-demand services, with the agreement of the Quaestors. These new services, forming part of Parliament’s EMAS policy are very popular with Members. After completing its colour plan, the Printshop Unit is now in the process of carrying out its black-and-white plan in order to optimise the printing of parliamentary documents wherever they are produced.

On the basis of the considerable work done to implement and follow up the ‘Action Plans' contained in his 2006 report, the Internal Auditor concluded that the Directorate-General carried out 12 of the 13 remaining Action Plans in 2007.

Finally, two other major events should be mentioned:

– Although the Bureau had decided in January 2006 to suspend the translation of the verbatim report of proceedings (CRE) into the 11 former official languages starting in September 2007, Parliament decided on 24 October 2007 to reintroduce full translation of the verbatim report of proceedings into the 22 official languages from November 2007, while maintaining the on-request translation system and provision of DVD recordings.

– Following the restructuring of Parliament’s Secretariat, the Publishing Directorate will combine with the DIT to form DG Innovation and Technological Support, while our DG will be enhanced by a new Translation Technological Support Directorate from January 2008.

2. ASSESSMENT OF THE DIRECTORATE GENERAL’S OBJECTIVES FOR 2007

2.1 REMINDER OF THE DIRECTORATE-GENERAL’S OBJECTIVES (OF 27 NOVEMBER 2006) IN COMPLIANCE WITH THE OBJECTIVES LAID DOWN (ON 28 SEPTEMBER 2006) BY THE SECRETARY-GENERAL FOR PARLIAMENT AS A WHOLE

A detailed list of the objectives is given in Annex 8 to this report and covers the following:

A. Making enlargement a success and preparing the enlarged Union for the future.
B. Further implementing Parliament’s communication and information policy.
C. Ensuring that Parliament can play its full part in better lawmaking.
D. Better resource management.

2.2 ALTERATIONS MADE TO THE 2007 OBJECTIVES

Decisions taken in 2007 on multilingualism led to the following changes being made to the initial objectives:

- An end to full and systematic translation of the verbatim report of proceedings: this measure, based on a decision by the Bureau on 16 January 2006, entered into force on 1 September 2007.

At the end of July 2007, the translation of proceedings (CRE) was replaced by a ‘video on demand’ system. However, the conclusions of the Corbett report (A6-0354/2007), which endorsed the Bureau decision, were not accepted by the plenary on 24 October 2007. In view of this, a ‘front loading’ operation was initiated to provide budgetary cover for this work in 2007 and 2008.

- As answers are no longer translated, only a ‘light’ version of written questions is published in the Official Journal (title translated in 22 languages);

- In budgetary terms, the introduction of Irish resulted in a € 150 000 increase in the 2007 budget’s Official Journal appropriations.

- By decision of the Secretary-General, DG TRED was no longer responsible for the Europarl website in 2007. The relevant objectives therefore no longer fall within its remit.

- Professional training: in addition to the measures initially planned, two seminars were held for heads of service, one on managing change and the other on staff reports. A number of information meetings on the staff reports procedure were held for all the Directorate-General’s staff.

- It was decided at the beginning of the year to take measures to improve internal and external communication.
With a view to improving the programming of human resource management for the period up to 2015, it was decided to initiate a study on the current situation and the impact of retirements and thus to make management more proactive.

3. **HUMAN RESOURCES DEPLOYED**

The following table shows the staff situation throughout the Directorate-General:

<table>
<thead>
<tr>
<th></th>
<th>Establishment plan posts</th>
<th>Officials</th>
<th>Vacant</th>
<th>Auxiliaries Temporaries</th>
<th>Actual staffing levels</th>
<th>Difference Actual/Est. plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>810</td>
<td>565</td>
<td>87</td>
<td>174</td>
<td>683</td>
<td>-127</td>
</tr>
<tr>
<td>AST</td>
<td>685</td>
<td>510</td>
<td>54</td>
<td>149</td>
<td>616.75</td>
<td>-68.25</td>
</tr>
<tr>
<td>Totals</td>
<td>1495</td>
<td>1075</td>
<td>141</td>
<td>323</td>
<td>1299.75</td>
<td>-195.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Establishment plan posts</th>
<th>Officials</th>
<th>Vacant</th>
<th>Auxiliaries Temporaries</th>
<th>Actual staffing levels</th>
<th>Difference Actual/Est. plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>827</td>
<td>720</td>
<td>31</td>
<td>111</td>
<td>771.75</td>
<td>-55.25</td>
</tr>
<tr>
<td>AST</td>
<td>686</td>
<td>592</td>
<td>43</td>
<td>89</td>
<td>645.50</td>
<td>-40.50</td>
</tr>
<tr>
<td>Totals</td>
<td>1513</td>
<td>1312</td>
<td>74</td>
<td>200</td>
<td>1417.25</td>
<td>-95.75</td>
</tr>
</tbody>
</table>

A comparison between the figures for the end of 2006 and those for the end of 2007 shows an increase in the number of vacant posts filled, from 71.90% at the end of 2006 to 86.60% at the end of 2007.

This trend is a result of the 22.04% increase in the number of officials (following the utilisation in 2007 of a very large number of reserve lists: 5 AD lists and 17 lists AST), at the same time as a 38.08% decrease in the number of contract and temporary staff (some of whom had passed competitions and were appointed officials).

However, this extremely satisfactory result has been achieved unevenly among the language units. For instance, the proportion of vacant posts filled by officials in the **Latvian, Maltese and Slovene** units is well below the Directorate-General’s average (63.04% in the Latvian unit, 45.45% in the Maltese unit and 48.97% in the Slovene unit), despite the reserve lists being published during the year. Notices of new AD- and AST-grade competitions for these languages will be published next year.

As regards the situation of the **Bulgarian and Romanian** units, the EPSO competition held for translators produced good results. All the posts (except that set aside for AD 9) have been filled by officials. As the ASD competition reserve lists for these languages did not provide a sufficient number of successful candidates to fill all the posts with officials, some temporary contracts had to be extended.

In all the EUR 12 language units, an AD post was set aside for the recruitment of an **experienced translator**. As EPSO published the notices of competition for this grade in December, the reserve list will probably be available at the end of 2008.

Managerial posts in the Bulgarian, Estonian, Lithuanian, Maltese and Romanian units are still being filled through the secondment of deputy heads of mentor units or, in the case of the
Maltese unit, an experienced temporary. Competitions for **AD 12 heads of language units** in these languages will be organised by EPSO in 2008.

In the Directorate-General, 162 officials or other staff, i.e. 12% of overall staff, are taking advantage of the new Staff Regulations aimed at reconciling professional and personal or family obligations. This time off work is partly offset by the 73 temporary or contract staff in service at 31 December 2007.

The Translation Directorate seconded the equivalent of 22 posts (translators and assistants) to set up, as of 1 April 2007 and under the aegis of SILD, a pre-translation team, whose purpose is to rationalise the use of translation memories in the context of participation in the EURAMIS interinstitutional system.

In 2007, 28 posts were removed from the DG TRED establishment plan by a decision of the Secretary-General in the context of his redeployment policy within the Secretariat.

### 4. RESULT INDICATORS AND ACTUAL RESULTS

#### 4.1. RESULT INDICATORS

**4.1.1. Analysis of 2007 budgetary implementation - situation as at 31 December 2007.**

<table>
<thead>
<tr>
<th>Article Item Sub-Item</th>
<th>HEADING</th>
<th>Budget 2006</th>
<th>Initial approps. 01/01/2007</th>
<th>Final approps. 31/12/2007</th>
<th>Committed approps. 31/12/2007</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1404-02</td>
<td>Traineeships for translators</td>
<td>788 450</td>
<td>803 000</td>
<td>803 000</td>
<td>803 000</td>
<td>100%</td>
</tr>
<tr>
<td>1420-01</td>
<td>External translation of the verbatim report</td>
<td>6 263 000</td>
<td>8 010 000</td>
<td>22 426 964</td>
<td>22 426 964</td>
<td>100%</td>
</tr>
<tr>
<td>1420-02</td>
<td>Other work sent out for translation and typing</td>
<td>8 593 825</td>
<td>8 400 000</td>
<td>8 503 036</td>
<td>8 416 574</td>
<td>98.98%</td>
</tr>
<tr>
<td>1420-03</td>
<td>Interinstitutional cooperation activities in the language field - translation</td>
<td>175 000</td>
<td>180 000</td>
<td>180 000</td>
<td>180 000</td>
<td>100%</td>
</tr>
<tr>
<td>2140-01</td>
<td>Purchase - renewal - hire - maintenance - publishing</td>
<td>2 495 216</td>
<td>1 865 000</td>
<td>1 485 000</td>
<td>1 439 922</td>
<td>96.6%</td>
</tr>
<tr>
<td>2300-01</td>
<td>Consumables for publishing (...)</td>
<td>47 000</td>
<td>61 800</td>
<td>61 800</td>
<td>56 587</td>
<td>91.56%</td>
</tr>
<tr>
<td>2300-02</td>
<td>Paper for printshop</td>
<td>113 220</td>
<td>130 000</td>
<td>130 000</td>
<td>127 457</td>
<td>98.04%</td>
</tr>
<tr>
<td>2360-05</td>
<td>Postage for Luxembourg</td>
<td>126 000</td>
<td>120 000</td>
<td>120 000</td>
<td>112 126</td>
<td>93.44%</td>
</tr>
<tr>
<td>2360-06</td>
<td>Postage for Strasbourg</td>
<td>14 000</td>
<td>pm</td>
<td>pm</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3220-10</td>
<td>Purchase of books, dictionaries (...)</td>
<td>100 000</td>
<td>60 000</td>
<td>60 000</td>
<td>59 704</td>
<td>99.51%</td>
</tr>
<tr>
<td>3240</td>
<td>Official Journal</td>
<td>4 927 000</td>
<td>6 950 000</td>
<td>7 270 000</td>
<td>7 212 611</td>
<td>99.21%</td>
</tr>
<tr>
<td>3241</td>
<td>Digital and traditional publications</td>
<td>1 560 000</td>
<td>1 823 000</td>
<td>1 823 000</td>
<td>1 561 130</td>
<td>85.64%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>25 202 711</strong></td>
<td><strong>28 402 800</strong></td>
<td><strong>42 862 800</strong></td>
<td><strong>42 396 075</strong></td>
<td><strong>99%</strong></td>
</tr>
</tbody>
</table>

**A. Initial appropriations 2007/2006**

The initial appropriations allocated for the 2007 financial year in respect of all posts in the Directorate-General were 3.2 million higher than in 2006 (i.e. +13%). Items 1420-01 (external translation), 3240 (Official Journal) and 3241 (Digital and traditional publications) recorded the most significant increases, while item 2140-01 (purchase renewal - hire maintenance) decreased by 34%.
B. Use of 2007 appropriations

As provided for in Article 174a of the Financial Regulation and Article 258 of the Implementing Rules, and with the agreement of the Secretary-General and signature of the authorising officer by delegation, a proposal to subdelegate certain budgetary implementing powers for Item 3240 (Official Journal) was forwarded to the Director-General of OPOCE for his agreement and implementation. This subdelegation will be operative for 2008.

B.1) Final appropriations

Sub-Item 1420-01

Following the Bureau decision of 17 January 2007, the verbatim report of meetings of the TDIP Temporary Committee was translated into the following languages: DE, EN, ES, FR, IT, NL, PL, PT, RO and SV.

The resulting additional and unanticipated cost to the budget was EUR 409 745.

With a view to meeting the costs accruing from Parliament's decision to produce a full translation of the CRE into all the languages (transfer No C24/2007), a front loading operation was conducted, resulting in an increase in appropriations of EUR 14 520 000.

Sub-Item 1420-02

Following the Bureau's authorisation of 9 May 2007, the report of the EQUI Committee of Inquiry was translated into all the languages (987 source pages).

The additional unanticipated cost to the budget was EUR 342 473.

Following the Secretary-General's decision of 14 February 2007, DG IPOL and DG EXPO factsheets will in future be translated into all the languages. The total number of pages translated is 12 976 and the additional unanticipated cost to the budget is EUR 392 278. By way of comparison, the total number of pages translated for the factsheets in 2006 was 651.8 and the cost to the budget was EUR 32 070.

Item 3240:

With a view to meeting the costs accruing from Parliament's decision to fully translate the CRE into all the languages (transfer number C24/2007), a front loading operation was conducted, resulting in an increase in appropriations of EUR 320 000.

B.2) Final appropriations and committed appropriations

The overall rate of commitments in relation to final appropriations is around 99% for all the Directorate-General's items.

Sub-Item 1404-02: The 2007 initial appropriations amounted to EUR 803 000; the unit responsible planned to recruit 184 paid trainees (two for each of the current units per quarter) and eight unpaid trainees. Appropriations committed at 31 December amounted to EUR 803 000 (i.e. 100%).
Sub-Item 1420-01:

A sum of EUR 22,426,964 (100%) was committed to meet the costs of full external translation of the CRE for the 2007/2008 part-sessions and on-request translation from 1 September 2007, as well as the costs of external translation of the CRE for the monetary dialogue with the ECB, the CRE for meetings of the TDIP Temporary Committee and, possibly, other extraordinary ad hoc requests.

Sub-Item 1420-02:

Consumption of appropriations for this item amounted to 98.98%.

Sub-Item 2140-01: Consumption of appropriations for this sub-item amounted to 96.96%. A combination of higher than expected revenue and a reduction in costs and delays in the planned investments led to a surplus of approx. EUR 400,000, of which EUR 380,000 were made available for the mopping-up transfer.

Sub-Item 2300-02: Owing to a number of extraordinary and/or last-minute publications (50th anniversary, President's speech), consumption was extremely high (98.4%) from September. Appropriations had to be topped up with assigned revenue.

Item 3240: Production of OJ C pages was significantly higher than during the same period in 2006 (+24.20%). This is due to the speeding-up of legislative business in the second half of 2006, as clearly reflected in the large volume of consolidated adopted texts. The impact of the new languages – BG and RO – remains limited owing to the production time-lag.

This increase in the number of pages is also reflected in the budgetary situation, where the invoicing surplus in appropriations carried over had to be remedied with assigned revenue and current appropriations.

Item 3241: Appropriations committed in 2007 amounted to 86% of the total. Part of the work for the planned Intranet redesign came under an IT project under the authority of the DIT, which only started at the end of October. The amount of appropriations relating to this project (around EUR 600,000), which is very difficult to estimate, was only published at the end of the financial year. As the Intranet redesign was a priority measure for the Publishing Directorate, a number of other projects were put on hold and the opportunity of using some of the remaining appropriations (EUR 260,000) was missed.

B.3) Appropriations committed and payments made

In accordance with the principle of sound budgetary implementation, consumption of committed appropriations was extremely satisfactory.

(cf. table in Annex 1)

C) Use of appropriations carried over from 2006 to 2007
The utilisation of 2006 appropriations (26% of 2006 budget) carried over to 2007 – at a rate of 96% – is considered as extremely satisfactory (on the basis of the principle of sound budgetary implementation).
(cf. table in Annex 1)

D) Use of appropriations relating to assigned revenue

The available balance for assigned revenue will be used as a priority in 2008.
(cf. table in Annex 1)
4.1.2. Other result indicators

**A. PUBLISHING DIRECTORATE**

The statistics for the number of pages published by Parliament in the Official Journal since 2002 are as follows (documents totally in 20 language versions from 2005):

<table>
<thead>
<tr>
<th>OJ series</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>C + Ce</td>
<td>100 500</td>
<td>95 300</td>
<td>91 157</td>
<td>83 075</td>
<td>145 137</td>
<td><strong>180 469</strong></td>
</tr>
<tr>
<td>L</td>
<td>34 000</td>
<td>41 000</td>
<td>*48 641</td>
<td>81 358</td>
<td>68 800</td>
<td><strong>87 475</strong></td>
</tr>
<tr>
<td>Total</td>
<td>134 500</td>
<td>136 300</td>
<td>*139 798</td>
<td>164 433</td>
<td>213 937</td>
<td>267 944</td>
</tr>
<tr>
<td>Variation</td>
<td>1.34%</td>
<td>2.57%</td>
<td>17.62%</td>
<td>30.11%</td>
<td>25.24%</td>
<td></td>
</tr>
</tbody>
</table>

* 11 language versions in some cases. ** 20 or 22 languages versions in some cases

The following table shows, in addition to the number of pages reproduced or printed, new indicators illustrating the progress of the print shop's output over the past six years:

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of pages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>duplicated, including</td>
<td>190.2</td>
<td>175.7</td>
<td>141.6</td>
<td>187.49</td>
<td>158.83</td>
<td>145.72</td>
</tr>
<tr>
<td>colour (in millions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of pages</td>
<td>60.44</td>
<td>43.5</td>
<td>40.67</td>
<td>42.5</td>
<td>32.64</td>
<td>41.55</td>
</tr>
<tr>
<td>units printed in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>offset (in millions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of colour</td>
<td>1.65</td>
<td>1.51</td>
<td>2.51</td>
<td>5.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4 pages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of separate</td>
<td>70.0</td>
<td>68.0</td>
<td>70.4</td>
<td>116.6</td>
<td>139.2</td>
<td>152.4</td>
</tr>
<tr>
<td>files processed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(in thousands)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of</td>
<td>250.64</td>
<td>219.2</td>
<td>182.27</td>
<td>229.99</td>
<td>191.47</td>
<td>187.27</td>
</tr>
<tr>
<td>pages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variation in relation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to the previous year</td>
<td>-14.3%</td>
<td>-20.3%</td>
<td>+20.7%</td>
<td>-16.7%</td>
<td>-2.2%</td>
<td></td>
</tr>
</tbody>
</table>

**NB:** Pages represent A4 or A4-equivalent pages, and not sheets of paper used.

*It should be noted that, in general, two pages are printed on one sheet.*

The following table shows the number of documents received, the number of consignments dispatched and the number of electronic files prepared by the Distribution Unit over the past five years:

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>received</td>
<td>15 000 000</td>
<td>14 820 000</td>
<td>22 148 000</td>
<td>19 697 000</td>
<td>20 884 000</td>
</tr>
<tr>
<td>Number of consignments dispatched</td>
<td>12 000 000</td>
<td>12 675 000</td>
<td>18 279 000</td>
<td>16 029 000</td>
<td>16 999 000</td>
</tr>
<tr>
<td>Number of electronic</td>
<td>9 900</td>
<td>6 255</td>
<td>9 316</td>
<td>13 832</td>
<td>12 843</td>
</tr>
<tr>
<td>files prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. TRANSLATION DIRECTORATE

Figures since 1999

Translation Directorate – Number of pages translated

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>370 130</td>
<td>467 666</td>
<td>508 323</td>
<td>435 961</td>
<td>445 433</td>
<td>438 376</td>
<td>687 958</td>
<td>748 195</td>
<td>832 008</td>
</tr>
<tr>
<td>External</td>
<td>33 786</td>
<td>61 113</td>
<td>84 107</td>
<td>96 329</td>
<td>83 040</td>
<td>80 529</td>
<td>259 053</td>
<td>251 246</td>
<td>288 720</td>
</tr>
<tr>
<td>CRE</td>
<td>112 447</td>
<td>134 457</td>
<td>138 281</td>
<td>121 448</td>
<td>132 798</td>
<td>106 538</td>
<td>130 947</td>
<td>145 093</td>
<td>100 047</td>
</tr>
<tr>
<td>Total</td>
<td>516 363</td>
<td>663 236</td>
<td>730 711</td>
<td>653 738</td>
<td>661 271</td>
<td>625 443</td>
<td>1 077 958</td>
<td>1 144 534</td>
<td>1 220 775</td>
</tr>
</tbody>
</table>

Note: From 1999 to 1/05/2004 EU-15.
       From 1/05/04 to 31/12/06: EU-15 + EU-10
       From 1/01/07 to 31/12/07: EU-15 + EU-10 + EU-2 + GA

C. IT SUPPORT

SILD acts as IT support and LSU for approximately 1 400 users, mainly language units. The unit carried out a total of 15 698 technical interventions (stable compared to 2006) on a stock of 1 594 PCs (3% increase in PC stock). Its helpdesk replied to 7 762 phone requests (+ 21%) and 21 320 e-mail requests (+ 29%), and its LSU staff processed 11 828 e-mail requests (+ 130%).

In the field of text research, the FullDoc application switched from version 2.1 to version 2.0.1 and is now an extremely popular tool with 865 000 requests in 2007 from more than 700 users, on average more than 4 500 requests per working day (normal days 4 200, pre-session 4 800 and session days 5 400 calls on average, i.e. around 105 000 requests per month). The number of indexed documents in the database is 1.76 million (1.58 million TRED multilingual internal documents, which is in fact equivalent to 193 000 documents (disregarding the language), including 155 000 COM, SEC and CONS external documents).

As regards Euramis, a Euramis local integration application (Shout!) was developed to automate access and avoid delays. Thanks to this tool, 89 000 requests from approximately 600 different users were processed. It should be noted that this tool was introduced in the middle of the year

and that it will ultimately deal with virtually all communication with Euramis automatically and transparently for all users.

**D. OTHER CONTRIBUTIONS: MINUTES AND VERBATIM REPORT OF PROCEEDINGS**

Following the restructuring of DG Presidency in 2004, DG Translation and Publishing has been assisting the Plenary Acts Unit in producing the Minutes (PV) and the Verbatim Report of Proceedings (CRE) of plenary sittings, not only during, but also before and after part-sessions.

The decision taken in February 2006 to restrict the number of language sections travelling to Strasbourg (currently six) enabled substantial savings to be made, without prejudice to the quality of work, thanks to the efforts and skills of the staff concerned.

In 2007, the volume of extraordinary tasks (transcription of proceedings of committee meetings) now carried out by Translation under the cooperation agreement between DG Presidency and DG Translation and Publishing has been brought back down to a reasonable level and is no longer a burden on the Directorate's budget.

**4.2. RESULTS ACHIEVED**

**4.2.1 Publishing Directorate**

- The Intranet Service Unit (former Europarl unit) mainly focused its work on the overhaul of the Intranet website. This project, launched on the basis of a mandate from the Secretary-General in December 2005, consists in transforming the existing Europarl Inside site, which is static, into a dynamic working tool addressing the needs of Members and officials in their day-to-day work. Considerable progress was achieved in three projects, namely:

  (a) determining the information infrastructure and designing web pages: following validation of the information infrastructure for the new website by the steering committee in December 2007, the drafting work began. Until the end of the year, 903 static pages were drafted, including 592 datasheets validated by the relevant services and 451 datasheets translated into the two other languages, as the language arrangements provide for versions in DE, EN and FR.

  (b) establishing the graphic design scheme: The steering committee selected one of the proposals submitted by five contributors for the new graphic design scheme. This scheme was then validated by the Secretary-General. The graphic design was implemented in the new site's prototype in September.

  (c) IT development: A demonstration prototype of the new site was drawn up, 30% of whose factsheets were entered. The documents required for the launch of the IT development work were drawn up and forwarded to the DIT (Documentary Workflow and Systems Unit (SDW)). The SDW has undertaken to take on responsibility for IT development work, while the Publishing and Distribution Directorate will see to the funding of additional capacity for the development work. This work was assigned to an external service provider in December. The kick-off meeting took place on 19 December. Work is due to be completed by the end of 2008.

The prototype of the site was presented to the steering committee at its meeting of 30 March 2007, to the Secretary-General on 19 April 2007 and to the college of the Secretary-General and
Directors-General on 15 October. At these presentations, the proposed approach to the overhaul was confirmed. The response to the presentations was generally extremely positive.

However, the Directorate regretted that, owing to a lack of resources, the DIT, which was in charge of the IT project, was nine months late in starting the project. This delay has no financial impact on Item 3241 but is causing the placing on-line of the website to be postponed accordingly. The Directorate is aiming to launch a provisional version of the website at the end of the first quarter of 2008.

Apart from this project, the unit is drawing up the new DG TRED Intranet site. This project is based on an initiative by the new Director-General and seeks to improve our DG's internal presentation. The information to be published on the website is divided up on the basis of the DG's hierarchical structure. The IntraTRED site was launched on 25 September and produced an extremely positive response. By the end of December, the website had been visited by 13,000 users, and 45,200 pages had been consulted.

Recently, the unit took on responsibility for reviewing the Intranet sites of DG PERS, Secretary-General and the Legal Service with a view to further harmonising the design and presentation of Intranet sectoral sites. Work began in December on the creation of new sites for the two new Directorates-General and the adjustment of existing sites following the restructuring of the Secretariat.

Finally, the unit launched an advisability and feasibility study on the creation of a website for young people/students, following the instructions given by the Secretary-General in June 2006. The study was completed in December by a service provider. It stresses the value of such a site designed for a specific target group – future European voters – and identifies appropriate methods of online communication with young people on European affairs from an EP point of view. It will be submitted to the Internet Editorial Committee, which will decide on the implementation of the site.

Substantial progress has been made on the restructuring of the unit, following the changes made to its responsibilities in July 2006. To meet the added editorial requirements, two new administrators were recruited in August 2007, and an IT administrator, an IT assistant and a drafting assistant were recruited in February and December 2007.

- The Official Journal Unit is still having to cope with the hazards of delays in availability of final versions of plenary documents prepared by the services responsible in the Directorate-General for the Presidency. The setting-up of a working group, as proposed by DG PRES, should make it possible to remedy such problems.

As regards publication of written questions with answers, the translation arrangements introduced at the beginning of the sixth parliamentary term are still applicable. It is therefore still impossible to publish a complete version of the content of these parliamentary documents in all the official languages.

Similarly, in accordance with the current Bureau decision, DVD-Rom publication of debates in the former 11 languages stopped with the July 2007 part-session. However, Parliament's rejection of the Corbett report endorsing the decision not to translate debates revived the issue of publishing these documents in the OJ annex, resulting in an operation to step up appropriations under Item 3240 as no provision had been made for funds to resume such publications in the 22 language versions.
As regards the Printshop Unit, the indicators show an overall decrease in black-and-white duplication volumes, resulting from a number of sharp fluctuations: an increase in the first half of the year due mainly to extraordinary publications (+15.5% from January to May), followed by a stabilisation (+4.4% until 30 September) and finally a significant decrease in the last quarter (EMAS printing reductions). On the other hand, the upward trend in colour copies has been confirmed (132% increase). This is a structural trend which will continue in future years, in line with the investments made in the 'colour plan'. The same applies to requests for more elaborate and complex documents. This development in the nature of the Printshop's work is reflected in the use of new indicators.

New services for Members, authorised by the Quaestors, have been introduced for all black-and-white and colour printing jobs on demand. The colour plan was implemented through the delivery of a digital offset printing press and two large colour digital printers.

The heads of unit are working in close cooperation to achieve the EMAS objectives, in particular with regard to reducing paper consumption.

It should be noted that these objectives are dependent on the volume of parliamentary business, which varies from year to year. Moreover, all decisions relating to the distribution of documents to Members are taken by the Quaestors.

The main objectives pursued, achieved and currently being achieved relate to the proportion of recycled paper, recycled products and waste, energy saving, paper tonnage (all for the Printshop Unit) and measures to reduce print-runs and the printing and distribution of documents on request (concerning the Printshop and Distribution Units).

EMAS indicators have been available since July on paper tonnage, the proportion of recycled paper and the proportion of waste paper.

The continued checks and optimisation of printing volumes have led to a 10% decrease in printing, making it possible to absorb production in the new languages without any increase in volume. At the same time, printing and distribution on request are increasing.

As regards the Distribution Unit, the minutes of part-sessions were distributed within the time-limit laid down in Parliament's Rules of Procedure. The Verbatim Report of Proceedings was distributed via Members' pigeon-holes, as decided by the College of Quaestors.

TRANSDOC: a prototype was adopted. A call for tenders is being prepared in DG IFIN with a view to developing the next model, which is due to be available in September 2008.

As regards the Resources, Methods and Coordination Unit, the CADE project is making progress and an initial activity mapping model was submitted at the beginning of October.

As regards the IPMS project, the kick-off documents are currently being validated by ISP, as are the project's scope and functional specifications.

The new check-lists to be used by the Directorate's operational initiators and the new accompanying datasheets became operational in June.

The archiving of contract originals project was completed in 2007.
4.2.2 Translation Directorate

Multilingualism in the EP

One of the major challenges as regards the proper operation of multilingualism in the EP is undoubtedly the low level of compliance with the Code of Conduct. This problem is fairly widespread but is unacceptably serious in a number of parliamentary committees.

This problem is directly linked to the absence of any planning of parliamentary business that also takes account of the legitimate demands of translation. In its special report on translation costs, the Court of Auditors rightly criticised the fact that Planning is unable to undertake any genuine planning activities so long as there is no service upstream with which it can interact in order to ensure that the production chain as a whole functions properly.

It should finally be pointed out that failure to comply with the rules inevitably leads to disruption in the verification (Tabling Office) and translation processes, which is liable to cause a decline in the quality of texts supplied and published.

A working group was set up to study the implications of the proposal to introduce global amendments ('single amendment'). A large number of contacts took place with the services concerned, and in particular with the Tabling Office.

Assessment of the quality of external translations

Despite a heavy workload, the translation units carried out spot-checks on the quality of external translations.

In the reference period, the external translation service had many contacts with its contractors.

4.2.3. Planning and external translation


One of the major problems faced by the Translation Services is the failure of client services to respect the deadlines imposed by the Code of Conduct. After the Court of Auditors had criticised this situation in its Special Report 9/2006 on translation expenditure, Parliament restated the importance of greater compliance with the Code in its resolution of 10 July\(^3\).

The Planning Service is continuing the campaign to raise awareness and a sense of responsibility among the client services. Among other things, it drew up a report on the costs and additional costs generated by requests for translation, which was approved by the Bureau on 10 October 2007. The report also puts forward measures to increase users’ sense of responsibility.

By note of 6 November 2007, the Secretary-General instructed DG TRED to recast the Code, in cooperation with the other DGs concerned. An ad hoc working group was immediately set up in the DG.

\(^3\)P6_TA (2007)0315.
4.2.4 Linguistic and documentary IT support

SILD continues to provide linguistic and documentary IT support and is responsible for technology watch, tests and, where necessary, adjustment, establishment and monitoring of translation aids, where appropriate following validation by users.

Two significant developments took place this year: special attention was given to user-side communication and a new PreTrad service was set up within DG TRED.

The communication aspect consists in two measures for the renewal of the sector, namely the Newsletter and the new translators’ portal.

The monthly newsletter informed Translation Directorate users and cross-cutting departments of all technological developments affecting them. It regularly includes more lengthy articles on topical IT issues, such as developments in the Euramis system and the setting up of the PreTrad team, as well as other information which may be less technical but of general interest.

To meet requirements as regards communication with and between Translation Directorate staff and cross-cutting departments, SILD carried out a major overhaul of the translation portal. The new version offers many opportunities for communication between units and staff. Changes were also made with a view to greater user-friendliness and bringing the graphic design into line with that of the EP Intranet.

Following the recommendations of a working group set up by the DG and Parliament’s decision to sign up to the Euramis interinstitutional agreement, DG TRED decided to second translators and assistants from the units to SILD in order to set up a Pre-Translation Service (PreTrad). The decision was implemented following a considerable amount of work to refit offices from 1 April 2007. At the end of June, the service comprised 14 members of staff (11.5 actual staff); on 1 September 2007, the PreTrad service was supplemented with eight new members, which means that a member has been detached from each language unit. Under the direction of the service coordinator and with the help of the tools devised by the SILD development team (first and foremost, a web service-based communication tool, Shout!), the staff seconded to the service and any translator or language unit assistant may supply the Euramis system with EP texts.

The PreTrad team has also undertook a large-scale Euramis training project to provide translators with access to best practice with a view to optimum use of Euramis and available tools relating to the Euramis environment.

In the field of terminology, the unit is involved in the IATE terminology coordination work, in particular the interinstitutional consolidation projects, and is continuing to feed data into this database as regards terminology specific to Parliament: the EP Rules of Procedure, the EP establishment plan and human rights.

4.2.5 Traineeships for translators

The initial plan was to recruit 192 trainees (184 paid and 8 unpaid) for 2007. In the event, 210 paid trainees and 2 unpaid trainees were taken on, enabling us to cover the needs arising from the accession of Romania and Bulgaria. The objective has thus been achieved, or indeed surpassed, since 20 additional trainees have come to work in our DG.
For information, numbers of trainees have evolved as follows since 2002:

<table>
<thead>
<tr>
<th>Translation traineeships</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(forecast)</td>
</tr>
<tr>
<td>Paid traineeships</td>
<td>98</td>
<td>115</td>
<td>119</td>
<td>190</td>
<td>206</td>
<td>184</td>
</tr>
<tr>
<td>from EUR 15</td>
<td>81</td>
<td>90</td>
<td>86</td>
<td>98</td>
<td>168</td>
<td>168</td>
</tr>
<tr>
<td>from new countries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>181</td>
</tr>
<tr>
<td>from Bulgaria and Romania</td>
<td>17</td>
<td>25</td>
<td>33</td>
<td>92</td>
<td>38</td>
<td>16</td>
</tr>
<tr>
<td>Unpaid traineeships</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>108</td>
<td>123</td>
<td>125</td>
<td>195</td>
<td>207</td>
<td>192</td>
</tr>
</tbody>
</table>

4.2.6 Professional training

In accordance with the general professional training policy, a very extensive training campaign based on the toolboxes was carried out in cooperation with the EP's Professional Training Unit. The number of requests for language courses remained stable and priority was given to the third language for staff recruited after 1 May 2004.

Specific training programmes were also held in the DG for the new language units and, in particular, newly recruited staff (in addition to EPIC) – TWB, DocEP, Fuse, multilingualism, language arrangements, evolution of documents, MISS application (also for former officials), for a total of 1 001 participants.

10 interinstitutional language seminars were also organised for languages 1CS, 2LT, 1PL, 2SV, 2LV and 2ET.

Other internal training courses:

'Staff report information campaign' – 6 sessions in Luxembourg and 1 session in Brussels for a total of approx. 440 participants.

'How to find documents' – 12 sessions for a total of approx. 124 participants

46 seminars organised by the Commission were attended by approx. 390 participants.

As regards external language courses, 87 applications were processed. In the case of short external courses, 60 applications were processed for the year.

4.2.7 Gender equality

The DG publishes a quarterly male/female breakdown of the DG's staff statistics. Taken overall, the population is fairly balanced in category AD, with a slight preponderance of female staff (60%). As in many other DGs, the situation is less balanced in the case of category AST (65% women). However, the situation is different if one considers the two directorates which make up the DG separately, and also at unit level.
Given the abovementioned position, which is partly linked to occupations, and in order to promote gender equality and raise awareness amongst staff of the idea of learning other occupations, the DG is involved in a pilot project on gender mainstreaming in collaboration with the Equal Opportunities Service. One of the first measures was to appoint contact persons in the units and to define their tasks. An information pack for new colleagues is currently being prepared.

The DG was involved, with the language units, in finalising the definition of neutral language for the Inter-Service Working Group on gender-neutral language.

4.2.8 Ex-ante controls (cf. Annex 9)

The number of cases dealt with by the ex-ante team was around 3 853, which means that the workload was approximately 12% higher than in 2006. A few minor errors were detected, and were pointed out and rectified by the finance staff responsible. Furthermore, the dossier relating to the 'Fiftieth anniversary of the Treaty of Rome' brochure did not comply with the relevant rules. A series of measures were taken to avoid similar cases in future.

The carry-over of appropriations, standard order forms, the order of selection of contractors in the case of multiple framework contracts, rounding-up principles, intermediate payments and balances were some of the subjects which were given special attention, in addition to supplementary budgetary commitments and the cancellation and replacement of budgetary commitments.

The accountant's April 2007 report on deadlines for payments to suppliers confirms that DG TRED more than honours its undertakings vis-à-vis contractors.

The system for the registration of dossiers to be checked by verifiers was developed and improved in order to facilitate the ongoing assessment of workflow through the Finance Unit.

4.2.9. Interinstitutional cooperation

As regards the workload balancing system, exchanges of texts between the institutions are continuing on a regular basis, but overall figures are still relatively low (Parliament took on 315 pages and the other institutions accepted 1907 sent by Parliament).

It is also worth noting the significant volume of translations taken on for the European Ombudsman (4203 pages). Moreover, induced administrative and financial tasks amount to approximately 35 days/person.

The IATE base, which is a result of interinstitutional cooperation in the field of terminology, opened to the public on 28 June 2007. Still in this field and as part of IATE consolidation, interinstitutional projects were set up with the active participation of EP terminologists.

The Euramis project, considered as a priority for the institutions, enables translators to benefit from the translations of colleagues in the various institutions. Euramis makes it possible to align texts, to recover translations from the Euramis central translation memory, to download and pre-process some documents and to request an automated translation and access to Celex. As an example, the Euramis EP-Committees base, created in November 2006, comprised 539 205 segments in all languages at the beginning of April 2007 and since being opened to other
institutions in May 2007 has steadily grown to reach a total of 1 414 000 segments at the beginning of September 2007 and 2 812 958 on 14 December 2007.

Finally, the Directorate-General, in the person of the Director for Publishing, represents the Secretary-General on the Management Board of the Publications Office.

Following the amendment of the Financial Regulation and its implementing rules (in force since 1 May 2007), which will enable institutions to delegate certain authorising officer's powers to the Director-General of the Office, with the agreement of the Secretary-General and the signature of the authorising officer by delegation, a proposal to subdelegate certain budgetary implementing powers under item 3240 (Official Journal) was forwarded to the Director-General of the Publications Office for his agreement and implementation. This subdelegation decision will be operational in 2008. Parliament was the first institution to apply this delegation.

A representative of the Secretary-General took part in the selection procedure for the new Director-General of the Office, who took up his duties in August 2007.
II - THE MANAGEMENT AND INTERNAL CONTROL FRAMEWORK

1. Progress made

1.1. Staffing

As already mentioned in previous reports, the situation may be considered as satisfactory as regards middle management (heads of unit) and financial agents. Nevertheless, in 2007 the DG was again chronically understaffed in terms of senior management in relation to staff numbers (only one director for almost 1200 posts in the Translation Directorate and four units totalling 130 members of staff coming directly under the Director-General). However, this situation will improve slightly after restructuring in 2008.

The Resources, Methods and Coordination Unit, newly set up in 2006 within the Publishing Directorate, continued to play its role, harmonising procedures, particularly in the area of tendering and contract monitoring. This diminishes budget management and implementation risks by means of collective decision making under the authority of the Director. The unit also coordinated a training plan for financial staff in the publishing directorate.

The strengthening of the external translation services structure with the 'support team' proved successful and improved its operation. Moreover, this team enables the unit to be in a better position to take up the challenges resulting from the Court of Auditors special report. The team's tasks include the drawing up of statistics on work flow, calculation of additional costs generated by failure to comply with the Code of Conduct and the management of the interinstitutional workload sharing system.

However, the 'loss' of 28 posts owing to redeployment is to be regretted in the face of a steady increase in the workload.

In addition, thanks both to the internal efforts of the service itself and to those of DG Personnel, with a view to improving procedures, the DG organised management seminars on staff reports and a pilot information cycle for assessed staff, in cooperation with the DG PERS Professional Training Service.

1.2. Documentation

The central finance team made improvements to the system used to digitise all its archives, as well as contracts and other documents. As well as slimming down the traditional paper archives considerably, this operation facilitates, inter alia, the work of the ex ante verifiers and the monitoring of the DGs activities.

In order to improve the documentation of procedures, new checklists for the Publishing Directorate's operational initiators and accompanying data sheets were set up.

The Resources, Methods and Coordination Unit completed the project to archive original copies of contracts and is aiming to complete the archiving of all the Publishing Directorate's accounting records towards the end of 2008.

The systemising of financial, budgetary and operational information has continued, with the regular updating of the DGs internal 'budget management' website, on which a great many
documents are available that are of use to all those involved in finance. The website is updated regularly, mainly by the Resources, Methods and Coordination Unit.

Finally, at a more general level, we would stress that extensive use is made of the possibilities of website technology for disseminating information both within and outside the DG. Given the large number of staff in the Translation Directorate, communication is greatly aided by the 'portal' developed specially for Translation, which is both a permanent source of information in the form of brief news items published on the home page, and a comprehensive documentary resource. In addition, many of the language units have set up their own Intranet sites to meet their specific needs.

2. Evaluation of the minimum standards for internal control (cf. Annex 4)

2.1. Control environment

The self-assessment exercise showed that all the standards were met; as mentioned in point 1.1., particular progress was seen in the area of standard No. 3 (staff competence - recruitment and training).

2.2. Performance and risk management

For several years the DG has been setting long- and medium-term 'strategic objectives', which are regularly updated and broken down into specific objectives within the general objectives laid down by the Secretary-General. Performance checks are carried out on the basis of monthly indicators, which are closely monitored by management. As in the previous year, regular risk analysis revealed no high-risk activities (cf. also Annex 7 on the analysis of sensitive functions).

2.3. Information and communication

The standard was met, particularly by the improvement in archiving methods and systems, systematic use of GEDA, and the creation and regular updating of a new website specific to DG TRED, including the 'translation portal', a working tool that is vital to the translation work.

2.4. Control activities

The standard is deemed to have been met. In addition to the enhanced documentation referred to in point 1.2., continuity of operations was improved and special consideration was given to the action taken in response to internal audits reports, which led to the achievement of 12 of the 13 remaining action programmes, mentioned earlier by the Internal Auditor.
III - CONCLUSIONS AND OBSERVATIONS

This annual report summarises the activities of DG TRED in 2007, in the light of the programming approved by the Secretary-General.

The arrival of a new Director-General in February 2007 led, in particular, to personnel changes in the central secretariat and the adviser, and the reorganisation of the General Coordination Unit (HR and Finance). It should be noted that all the objectives set for 2007 were achieved.

It should also be noted that the allocated appropriations were almost completely utilised (98.9%) and that almost all vacant posts were filled.

However, in addition to traditional programming, it is important to highlight a number of measures and decisions taken in 2007:

– In order to strengthen translation services efficiency, a number of training courses were organised for middle management, aimed in particular at crisis and change management. A training seminar on staff reports was also organised for assessors and assessed staff.

– Following the Stubb report and the Court of Auditors report, two working groups were set up to address the need to improve the quality of (external) translation and keep translation costs in check. In this context, the review of the Code of Conduct, which is only respected in 60% of cases, is of prime importance.

– As the decision had been taken to stop the full translation of the Verbatim Report of Proceedings, subject to ad hoc accompanying measures, the relevant 2007 and 2008 budgets were adjusted accordingly.

Nevertheless, on 24 October 2007, Parliament decided to reintroduce full translation of the Verbatim Report of Proceedings into the official languages (22 instead of 11) in addition to the other arrangements. Although no contracts were operational and there was no relevant budget for the two financial years 2007 and 2008, it was possible to follow-up Parliament's decision thanks to the competence of the services concerned and the use of a mopping-up transfer at the end of the year. This is a very explicit signal on the part of the EP in favour of maintaining multilingualism.

– In order to make the management of human resources in the DG which has the largest number of officials (approximately 1 300) more pro-active, a study was carried out on retirements up to 2015 and the disappearance of language combinations, as well as future needs in this connection for the reference period.

– In connection with the necessary changes in working conditions, the DG continued the revision of rules on tele-work applicable to linguists in the Translation Directorate.

– In connection with the considerable amount of work on internal and external communication:
• Internal: the DG's new Intranet site (IntraTRED), produced by the Publishing Directorate in close cooperation with the Translation Directorate and SILD, went online on 25 September 2007.
A monthly newsletter helps to provide information on the DG's activities and staff. SILD also publishes a newsletter informing staff of all the technological developments. Finally, a seminar was organised with DG EXPO and IPOL on 23 November 2007 on controlled multilingualism and the Code of Conduct.

• External: DG TRED'S two directorates were represented for the first time at the Open Day on 5 May 2007 in Brussels. There was considerable public interest in the activities proposed and issues relating to multilingualism.
On 21 November 2007, the Director-General outlined the activities and working methods of Translation and Publishing (including IT tools and interinstitutional cooperation) to a UN delegation visiting Brussels.

– As regards control of resources, a new calculation of the cost of a page translated internally and externally was conducted on the basis of the Court of Auditors' calculations, by applying the same basic figures as the Commission (salaries, administrative overheads, etc.). This confirms the fact that the cost per page in the EP was lower than in 2006 (on average EUR 117 as against EUR 121.5), a figure which was significantly lower than in the other institutions.

– DG TRED was commended by the Internal Auditor in his final report to the Secretary-General, following the completion of 12 of the remaining 13 action plans.

– Priorities relating to new technologies were redefined in order to provide the translation services with the most effective help in meeting the challenges of the future, namely the increase in the workload owing to Parliament's new powers, despite stagnant staffing levels (redeployment) and with increasingly tight deadlines. In this connection, it is worth mentioning the considerable progress made in relation to the Euramis and PreTRAD projects.

– Budgetary and infrastructure forecasts (rental of offices 2009 and future KAD) took account of HR developments (Croatian and Turkish) in 2009 and subsequent years.
IV - DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION

I, the undersigned, Juana LAHOUSSÉ-JUÁREZ,

Director-General of Translation and Publishing,
in my capacity as authorising officer by delegation,

hereby declare that the information contained in this report is provided in good faith;

certify that I am reasonably certain that the resources allocated to the activities described in this report have been used for the intended purposes and in accordance with the principle of sound financial management and that the control procedures established afford the requisite guarantees as to the legality and regularity of the underlying transactions. This reasonable assurance is based on my own judgment and the information at my disposal;

certify that I am not aware of any fact that has not been stated which could damage the interest of the institution.

Done at Luxembourg on 20 January 2008

(sgd) Juana LAHOUSSÉ-JUÁREZ