



# Management Plan 2018

PUBLICATIONS OFFICE OF THE EUROPEAN UNION



# Contents

INTRODUCTION .....	3
PART 1. MAIN OUTPUTS FOR THE YEAR .....	5
PART 2. MAIN ORGANISATIONAL MANAGEMENT OUTPUTS FOR THE YEAR.....	16

## INTRODUCTION

The Management Plan 2018 of the Publications Office sets out the main outputs and activities and explains how these contribute to the achievement of the specific objectives defined in the Strategic Plan 2016-2020.

Furthermore, on 30 June 2017 the Management Committee of the Publications Office unanimously approved the Strategic Objectives 2017-2025. These supplement and substantiate the specific objectives set in the Strategic Plan. Four of the strategic objectives are to be achieved on a medium-term perspective (2017-2020) and six on a long-term perspective (2021-2025).

The strategic objectives focus on the *raison d'être* of the Office as interinstitutional service provider whose main customers are the EU institutions. These range from the implementation of a secured and automated exchange of legal data, the introduction of the Official Journal act-by-act production and the development of a one-stop-shop for public procurement data, to a comprehensive offer on the general publications, including a refocus of the quality control, the implementation of a new distribution policy, and a legal deposit scheme for all publications of the EU institutions. The Office also aims at achieving integrated access to content held by the Office and to content currently managed by the EU institutions and at becoming the central point of access to, and reuse of, public sector information of the EU institutions.

The key outputs for 2018 follow the actions foreseen in the roadmaps for the Strategic Objectives 2017-2025:

- The impact analysis of moving to an Official Journal act-by-act production process will be finalised.
- The production of general publications will be further rationalised through the implementation of a full single-source-based automated production chain for recurrent multilingual publications and the centralisation of the dispatch of printing tasks to institutions' internal print assets. As regards the content, priority will be given to the completion of the pilot projects for collaborative planning and upstream editorial assessment, and to scale up the editorial assessment and content analysis work, with adaptations based on the results of the pilot projects.
- A legal deposit scheme containing the types of publications, formats or media to be covered, etc. will be defined. The Digital Preservation Plan, defining the digital preservation strategy of the Publications Office and its stakeholders, will be adopted and further extended in order to include the requirements for the legal deposit.
- For greater interoperability and integrated access to EU content, a landscaping exercise of the EU institutional content repositories/websites will be carried out allowing identification of current links with the Office's content as well as additional links that need to be established.
- The overall number of self-standing websites managed by the Office will be reduced with the integration of EU Whoiswho and EU Vocabularies into the Publications Office Portal 'EU law and publications'.
- The Office will reinforce the reuse policy by defining the strategy for its reuse services, in line with the reuse policy orientations of the EU institutions, and adopting reuse implementation guidelines, which will be implemented across the Office's collections. Furthermore, an approach for optimising and rationalising the systems of storing metadata and data of the various collections managed by the Office will be defined.

- The organisation chart will be modified to reflect the 10 interinstitutional Strategic Objectives 2017-2025 and a reorganisation will be implemented by mid-2018, including grouping all staff of the Office in one building. A new governance procedure will be put in place with the objective to better align resource allocation decisions with the agreed strategic objectives and to allow for an enhanced monitoring of their achievement.

In this framework, the planned outputs for 2018 and their related indicators are detailed below.

## PART 1. MAIN OUTPUTS FOR THE YEAR

**GENERAL OBJECTIVE 11: TO HELP ACHIEVE THE OVERALL POLITICAL OBJECTIVES, THE COMMISSION WILL EFFECTIVELY AND EFFICIENTLY MANAGE AND SAFEGUARD ASSETS AND RESOURCES, AND ATTRACT AND DEVELOP THE BEST TALENTS**

**Specific objective 11.1: Automated workflows for more dynamic ways of producing and publishing legal content are optimised and implemented**

### Strategic Objective 5 – THE OFFICIAL JOURNAL ACT-BY-ACT

#### *Official Journal of the European Union*

Considering the ever-increasing electronic publishing, the Office will focus on adopting a more flexible, faster and simplified way of publishing. In this context, specifications will be drafted for a new workflow tool PlanLEX, which will be used for the production of the authentic Official Journal. These will also include workflow tools for the case-law (PlanJUR) and the special edition of the acquis (PlanDD). The call for tenders for the renewal of the Official Journal production contract which ends on 31 March 2019 will be published and the contract will be signed. Furthermore, a new electronic signature tool will be developed in order to cope with the potential entry into force of the legal basis for using the electronic seal for the Official Journal.

SO 5

#### *The Official Journal act-by-act*

A study will be launched on the changes triggered by the move to an Official Journal act-by-act production process and the impact analysis will be finalised. Although independent from the objective itself, the potential entry in force of the legal basis for using the electronic seal for the Official Journal will have a major impact on the Official Journal production process.

#### *Case-law of the European Court of Justice*

Based on a close cooperation with the European Court of Justice, the document-by-document production and dissemination chain of the case-law is now fully operational. This ensures a modern and efficient working environment allowing for smooth and quick production and dissemination of the digital case-law. The new production contract for digital case-law is also operational and ensures continuity and stability of services and operations. After the successful completion of the backlog documents (publication of monthly volumes), production now focuses entirely on the daily publication in line with the judicial calendar of the European Court of Justice.

With the aim of reducing the average production duration, the Office will further improve the new production chain and production tools (including PlanJUR) while, in general, enhance production quality, including an improvement of manuscripts in close cooperation with the European Court of Justice. Furthermore, work will be carried out in order to further integrate PlanJUR with PlanJO in the form of the new PlanLEX platform.

### *Production tool for the European Union's budget (CIBA)*

A new system architecture will be designed for the interinstitutional tool used for the production of the European Union's budget – CIBA <sup>(1)</sup> in order to move from a monolithic system to a modular system. A web-based drafting tool will be developed, which will enable collaborative authoring by the different interinstitutional author services. The development plan will follow the budgetary production phases over a period of two years in order to progressively deploy new modules and decommission old ones.

### *Supplement to the Official Journal*

A new generation of electronic public procurement notification forms (eForms) should be adopted by the Commission in 2018. This will require major updates and developments in supporting reception, processing and dissemination systems, in order to provide for full exploitation of data input and the implementation of a new public procurement data model and of a new protocol for data exchange.

The Office expects to implement full electronic data exchange with contracting authorities, including the EU institutions, and to phase out non-electronic data exchanges.

In 2018 the Commission is expected to revise the CPV <sup>(2)</sup> codes and the implementing Regulation. If this is completed, all applications related to the tendering process will have to be modified.

Additionally, work will be carried out in order to put in place appropriate tools allowing for a closer follow-up of the public procurement publishing process.

The *Supplement to the Official Journal*, which is disseminated through TED website, may be impacted by the actions carried out within the scope of the Strategic Objective 8 – Single point of access for public procurement <sup>(3)</sup>.

---

<sup>(1)</sup> CIBA: Common Integrated Budget Application.

<sup>(2)</sup> CPV: Common Procurement Vocabulary.

<sup>(3)</sup> TED: Tenders Electronic Daily, the online version of the *Supplement to the Official Journal*, dedicated to European public procurement. <http://ted.europa.eu/TED/main/HomePage.do>

**Specific objective 11.2: Collaborative production services, optimised for multichannel dissemination, are provided to all EU institutions, agencies and bodies**

Strategic Objective 2 – RATIONALISATION OF THE PRODUCTION OF PUBLICATIONS

Strategic Objective 3 – REFOCUSING QUALITY CONTROL

Strategic Objective 6 – REFERENCE CENTRE FOR THE PRODUCTION OF PUBLICATIONS

Strategic Objective 7 – ZERO STOCK

SO 2

### *Rationalisation of the production of publications*

The Office will monitor and respond to the needs and satisfaction levels of author services. The development and improvement of the production workflow management systems is an ongoing challenge aiming to simplify processes and respond to the needs of author services in terms of diversity, quality and timeliness while coping with the increasing complexity and demand. In this context, a full single-source-based production chain for recurrent multilingual publications will become operational.

In the digital publishing world, multi-channelling and precise audience-targeting are essential, and there has been a digital shift from pure paper-oriented production (reprints, posters, leaflets, etc.) to production for mobile devices. While demand for paper products is no longer decreasing, digital and mobile products have become the entry point for dissemination of information. Therefore, efficient workflows for multichannel and digital only publications will be developed, and digital and multi-channel publications will be optimised for use on mobile devices.

The use of a collaborative platform will be promoted so that the Office, external contractors and author services will have simultaneous access to work in progress while being able to work jointly on the same file for layouted publications, assuring faster quality control. The service will be free of charge for author services and training will be provided by the Office.

Structured templates will continue to be developed to help author services and the Office produce structured content, improve discoverability and accessibility, accelerate the production process, comply with conventions of the Interinstitutional Style Guide, and reduce production costs (no repetition of layouting tasks, with pre-structured content for multichannel production). Both generic templates (e.g. off-the-shelf) for author services' use, as well as on demand customised templates for fast and cost-efficient multichannel production will be developed.

The Office will continue to raise awareness, and offer training, contracts and implementation guidance as regards the accessibility to visually impaired people of websites, including the publications contained therein.

SO 3

### *Refocusing quality control*

This objective seeks to enable the EU institutions to make a wider and more intentional impact through their publications, while maintaining coherence with their high-level communication objectives. The upstream planning and editorial assessment will promote synergies and support higher quality translations while reducing the costs of the translation process and multiple authors' corrections – savings which are usually compounded in 24 languages. As part of this broad objective, the Office will launch the

technical modernisation of the Interinstitutional Style Guide allowing for modular elements to be downloaded from its website.

In 2018 priority will be given to the completion of the pilot projects for collaborative planning and upstream editorial assessment, and to scale up the editorial assessment and content analysis work, with adaptations based on the results of the pilot projects. A methodology for impact evaluation of publications will be developed and made available and a proposal offering social media support for publications will also be defined. The landscape of existing practices launched in 2017 will be validated. This is a prerequisite for the establishment of the editorial governance structure (due 2019) and of the drafting–translation–publishing process (due 2020).

SO 6

#### *Reference centre for the production of publications*

This objective is strongly linked with the synergy and efficiency exercise launched by the Commission in the domain of communication and publication. The Publications Office would like to extend these efforts to the level of interinstitutional cooperation.

The aim is to centralise support activities and promote more efficient communication by seeking synergies in the domain of printing assets and production contracts – in this context, centralisation of the dispatch of printing tasks to institutions' internal print assets will be fully operational. Rationalisation of publications will be also promoted based on a stable feedback mechanism which will be put in place. The Office will therefore follow-up the achievements resulting from a more systematic use of the Office's services; however the results will be based on a common effort.

Attention of the EU institutions will be drawn to actions required in relation to centralising support activities in view of the increasing alignment of communication activities: fewer publications, fewer contracts, more aligned messages between institutions and more linguistic versions per publication.

SO 7

#### *Towards a new concept for the distribution policy: zero stock*

This objective aims at rationalising the distribution of physical publications and thereby adjusting the number of copies being printed in order to meet real requirements.

The Office will therefore carry out activities to raise the awareness of author services with regard to excessive printing and storage. In particular, it will provide author services with statistics showing the number of copies of printed publications received at the warehouse of the Office's contractor, distributed, ordered and in stock; the Office will also make proposals for the destocking of outdated publications and/or those for which no further distribution is anticipated.



**Specific objective 11.3: Structuring of data [content (IFC) and metadata (IMMC)] is facilitated through synergies in tools and formats on the interinstitutional level**

## Strategic Objective 1 – SECURED AND AUTOMATED EXCHANGE OF LEGAL DATA

SO 1

### *Secured and automated exchange of data: interoperability of document formats*

The EU institutions are committed to define a common vision in order to harmonise the document and information flows occurring in the legislative process. One of the main objectives is the adoption of a common standard for the representation of the exchanged documents, which should be based on a structured, machine-readable format. The standardisation work in this domain is coordinated by the Interinstitutional Formats Committee (IFC) that is chaired by the Publications Office.

In the scope of the IFC two standards for the implementation of a fully interoperable future exchange of information in the scope of the legislative procedure are being developed: the Common Vocabulary (CoV), whose purpose is to create a common understanding of the structure of the documents; and the Common Exchange Model (CEM), which transforms the definitions of the CoV into an implementable specification.

The first version of CoV, approved at the end of 2016, will be completed and extended through analysis of further example documents. The first version of CEM is expected to be approved before the end of 2017. It will provide the specifications for the implementation of the document format for the exchange and should serve as a basis for the exchange of first documents as part of the Commission Secretariat-General pilot project planned for 2018. After further enriching and improving, it is planned to adopt version 2.0 by the end of 2018.

The standardisation work is complemented by the elaboration of a validation framework and a converter for XML legacy documents in order to test the correctness of the specifications. The converter will also serve to support testing of the implementations by the different EU institutions and, in particular, it will enable the reuse of existing legislation or fragments of existing legislation by authors and other actors that are involved in the process.

The adopted versions of CoV and CEM will also be made publicly available as they are of interest for Member States and reusers of EU legislation. It is in this context that part of the work carried out is supported by the Commission's ISA<sup>2</sup> programme <sup>(4)</sup>.

SO 1

### *Secured and automated exchange of data: standardisation of metadata*

The standardisation of metadata to facilitate transmission of documents is managed by the Interinstitutional Metadata Maintenance Committee (IMMC). It is chaired by the Office and its main task is the maintenance and further development of the IMMC information exchange protocol.

IMMC workflows are already in use for the transmission from the Commission (Official Journal documents sent by e-Grefte, COM and SWD documents as well as documents related to internal procedures); from the European Parliament (for issues of the Official

---

<sup>(4)</sup> [https://ec.europa.eu/isa2/actions/digitising-eu-law-production\\_en](https://ec.europa.eu/isa2/actions/digitising-eu-law-production_en)

Journal produced directly by the European Parliament which publish the minutes of plenary sessions); from the Council (Official Journal documents and preparatory documents for all legislative procedures); and from the Court of Justice (case-law documents).

In 2018, the use of the IMMC based workflows will be further extended to transmissions from the European Parliament (legislative preparatory documents), from the European Court of Auditors (opinions) and from the Committee of the Regions (Official Journal documents and legislative preparatory documents). The existing workflows will also cover documents concerning other types of procedures (non-legislative procedure for the Council) as well as new types of documents related to the internal decision-making process (for the European Economic and Social Committee).

For all planned extensions, the implementations of the workflows on the side of the Publications Office have been finalised, while implementation on the side of the sending EU institutions is still in progress. It is expected that all flow will be operational in production by mid-2018.

In addition, during 2018 the generalisation of IMMC based workflows for all document flows addressed to the Office for production or direct publication will continue. By the end of 2018, a basic regular reporting for all domains that are based on IMMC workflows will be available based on the new CERES data warehouse <sup>(5)</sup>.

The IMMCbuilder <sup>(6)</sup> will assist the EU institutions and the Office's business units with the implementation of their IMMC exchanges. The tool helps to reduce the complexity of the technical implementation of an IMMC exchange and will reduce ownership and maintenance costs on the side of the adopters. It contributes to implementation of the recommendations of the 'AS-IS' landscaping exercise <sup>(7)</sup> regarding the harmonisation metadata that are accompanying the exchange of documents, in particular concerning different versions of the IMMC schema.

### ***EuroVoc – the multilingual thesaurus of the EU***

Standardisation activities are currently supported by VocBench, which is an open source production tool identified as the corporate solution for production of controlled vocabularies. It is already used for the maintenance of EuroVoc and is being extended to other controlled vocabularies managed by the Office such as the authority tables. The next development phase (VocBench 3.1) started in autumn 2017 and the release will be available on Joinup in October 2018.

Two updates of EuroVoc will be published. This increases the flexibility to adapt and add concepts to the vocabulary for the benefit of the users.

---

<sup>(5)</sup> CERES: Common Electronic Reception System. It is the central application for the reception and validation of publication data for further dispatch to production systems or ingestion into the CELLAR repository.

<sup>(6)</sup> The IMMCbuilder has been developed to facilitate the implementation of IMMC exchanges in the scope of the project PublicAccess.eu. It is envisaged to extend its usage to supplementary use cases.

<sup>(7)</sup> AS-IS situation of information and document flows occurring between the European Parliament, the Council of the European Union, the European Commission and the Publications Office of the European Union, during the ordinary legislative procedure and the procedure supporting the delegated acts.

## Specific objective 11.4: EU digital information and data are archived, preserved over time and extended to new content types

### Strategic Objective 9 – LEGAL DEPOSIT SCHEME

#### *Long-term preservation*

The adoption by the Management Committee of version 1.0 of the Digital Preservation Plan is expected for mid-2018, following the approval in 2017 of the key elements of the future orientation of the long-term preservation service and a further detailed review by the EU institutions. The integration of the requirements for the legal deposit will be discussed in parallel and the first version of the legal deposit scheme should be available by the end of 2018.

In order for the long-term digital archive managed by the Publications Office – EUDOR V3 <sup>(8)</sup> to be recognised by an accredited certification body as a trustworthy digital archival repository, it is planned to start the certification process in 2018 based on version 1.0 of the Digital Preservation Plan.

SO 9

#### *Legal deposit scheme*

The implementation of a legal deposit will ensure that the EU published output is collected systematically in order to preserve it for the use of future generations. It will also lead to a reduction of the archiving efforts of the EU institutions who will use the Office's archiving infrastructure. Furthermore, the uploading of information from different sources to one central dissemination system and a common digital archival repository will also enhance the accessibility, usability and discoverability of information.

The priority action for 2018 will be the definition of a legal deposit scheme containing the types of publications, formats or media to be covered, etc.

#### *Web preservation*

Long-term preservation of websites of the EU institutions is currently ensured in cooperation with the Historical Archives of the EU in Florence. The milestone event in 2018 is the taking over by the Office of the contractual responsibility for this activity from the Historical Archives of the EU. In this context, the Office will publish the call for tender and sign a contract with a service provider; an enhanced web preservation service offer will be launched by putting in place the new contract. Furthermore, web preservation will be integrated in the EUDOR services, and the role of web preservation will be analysed in the context of the legal deposit scheme and of the Digital Preservation Plan. The Office will liaise with the EU institutions with the aim to improve quality standards, helping identifying common parameters and define the institutions' web preservation needs.

---

<sup>(8)</sup> EUDOR: European Union Document Repository, the long-term digital archive of the EU institutions managed by the Publications Office.

## Specific objective 11.5: EU authentic information is easily accessible online and its discoverability is enhanced

### Strategic Objective 8 – SINGLE POINT OF ACCESS FOR PUBLIC PROCUREMENT

#### *EUR-Lex – access to EU law*

The user experience, stability and performance of EUR-Lex <sup>(9)</sup> will be improved – a new navigation and display strategy for EUR-Lex will be implemented together with a responsive design in view of use in mobile devices.

Several actions will be launched in order to take into account the exchange of best practices with the national law publishing websites during the workshop ‘Challenges of the digital age: better access to legal information for EU citizens’ organised in May 2017.

In particular, the visualisation of procedures on EUR-Lex will be improved, and the conditions for including hyperlinks into the text of documents will be analysed. In order to facilitate their findability, common names will be assigned to legal acts. Within the scope of the Strategic Objective 4, links between EUR-Lex and N-Lex will be further exploited in order to improve access to national legislation, namely to national transposition measures.

The EUR-Lex website, as one of the portals managed by the Office, will be impacted by the actions carried out within the scope of both Strategic Objective 4 – Linked EU information, increased interoperability and federated search and Strategic Objective 10 – Central point of access and reuse.

SO 8

#### *TED – towards the single point of access for public procurement*

The Publications Office aims at creating a single point of access (one-stop-shop) for all its services related to the management and publication of public procurement data and to information on procurement of the EU institutions. The one-stop-shop will enable the Office to offer centralised access to information on public procurement of the EU institutions, as recommended by the Court of Auditors in its Special Report 17/2016 <sup>(10)</sup>; to procurement services currently provided by several existing websites of the Publications Office (SIMAP, TED, eTendering); and to services related to the publication of procurement data <sup>(11)</sup>.

In this context, the priority actions for 2018 will be the preparation of the specifications for a single point of access and the implementation of an Application Programming Interface Gateway to ensure machine-to-machine services management. A procurement ontology will be developed and proposed for approval; additionally, all public procurement related code lists will be published on the Metadata Registry. Specifications will be drafted and development will start for an identification system of contracting bodies.

---

<sup>(9)</sup> <http://eur-lex.europa.eu/homepage.html>

<sup>(10)</sup> Special Report No 17/2016: *The EU institutions can do more to facilitate access to their public procurement.*

<sup>(11)</sup> SIMAP: Information System for Public Procurement. <http://simap.ted.europa.eu/>

As regards eNoticesII – the online tool for the creation and submission of procurement notices – services architecture, specifications and mock-ups will be available, together with a proof of concept for a form-building tool.

The Office will pursue a number of activities to ensure continuity of the services provided. These include the launch of a call for tender in order to replace the current TED website contract, which will expire in March 2019, the improvement of the search function in TED eTendering, and the development of new functionalities following the user survey. Additionally, TED eTendering will be further integrated in the eProcurement chain.

**Specific objective 11.6: The various collections of EU content are available through a single point of access based on commonly agreed standards**

**Strategic Objective 4 – LINKED EU INFORMATION, INCREASED INTEROPERABILITY AND FEDERATED SEARCH**

***Enhanced features for the Publications Office Portal ‘EU law and publications’***

Following the integration of EU Bookshop<sup>(12)</sup> and the ongoing integration of EU Whoiswho and EU Vocabularies into the Office’s Portal ‘EU law and publications’ (the OP Portal), evolutions in the portal’s search functionalities will increase findability of content across the collections and address expectations of various user groups<sup>(13)</sup>.

EU Bookshop will harmonize its outreach of EU publications with that of Europa website by reshaping its thematic sections and promoting them through social media. Based on the input from the usability study carried out in 2017, the ‘privileged user’ feature of the OP Portal will be enhanced to streamline and improve the user experience of the EU information multipliers (e.g. Europe Direct Information Centres) when ordering large quantities of selected publications.

SO 4

***Achieve integrated access to content managed by the Office and to a range of selected content not managed by the Office***

The Publications Office aims at achieving integrated access to content it holds as well as to a selected range of EU content managed by the EU institutions and disseminated via their websites.

In this context, the Office will start the preparatory work to ensure that TED website content will be searchable via the OP Portal. Widgets will be also developed in order to allow external websites to give seamless access to content of the Office and to respond to the digital dissemination requirements of the author services. Widgets will allow the author services to embed content managed by the Office into their websites, thus facilitating access for the end users.

Furthermore, the Office will carry out a landscaping exercise of the EU institutional content repositories/websites in order to draw a list and identify their current links with the Office’s content in both directions (from the Office’s websites to them and vice versa) as well as the additional links to be established between these repositories/websites and the Office’s content. This will also allow the Office to assess whether the search engines used by the OP Portal have the potential to be suited for a cross-institutional search solution.

The integration of EU Vocabularies into the OP Portal will be finalised, thus giving access to the Office’s reference data (Metadata Registry) as well as to the entire content of the controlled vocabularies managed by the Office (EuroVoc). Two of the current websites, EuroVoc and Metadata Registry, will then be phased out.

---

<sup>(12)</sup> <https://publications.europa.eu/en/web/general-publications/publications>

<sup>(13)</sup> <https://publications.europa.eu/en/home>

SO 4

***Interoperability between controlled vocabularies***

The Office will contribute to the work of the Commission's Information Management Steering Board in the area of achieving interoperability between controlled vocabularies used at the Commission and other institutions and the opening up of new data sources.

SO 4

***European Legislation Identifier: interoperability at EU and national levels***

European secondary legislation and the consolidated texts are currently accessible through ELI references at document level. Efforts will continue to focus on increasing the granularity of ELI references in order to allow users to directly link to document fragments. The enrichment of published EU legislation (backlog) with ELI subdivision IDs will start in order to allow direct external access to text fragments. An analysis will be carried out on the needs to adapt EU legislation production chain in order to foresee ELI subdivision IDs at the source.

**Specific objective 11.7: The Office is the information hub for policy makers, market actors and civil society as regards the dissemination and reuse of public EU data. Content-linking from various sources is enabled through synergies and interoperability with other EU institutions, agencies and bodies**

## Strategic Objective 10 – CENTRAL POINT OF ACCESS AND REUSE

SO 10

### *Reuse policy reinforced*

Guidelines and processes will be defined and implemented in order to implement more efficiently the provisions of the Commission reuse policy defined by Commission Decision 2011/833/EU on the reuse of Commission documents. In particular, the Office will define the strategy for its reuse services and will adopt reuse implementation guidelines, which will be implemented across the Office's collections.

A reuse assistance service will be established in order to help less technically skilled reusers to obtain the requested data and establishment of new reuse support services. Specifically, reuse assistance at second-level helpdesk will be provided covering technical and business issues.

Furthermore, the Office will also define the approach for optimising and rationalising its systems of storing metadata and data of the various collections managed by the Office.

SO 10

### *EU Open Data Portal and synergies in data dissemination and reuse services*

New datasets will be published so that all EU institutions and all Commission Directorates-General holding major datasets are represented on the EU Open Data Portal<sup>(14)</sup>. The catalogue of interinstitutionally reusable visualisation tools will be enriched with the publication of visualisations of high-value datasets (e.g. the EU budget, research projects).

The Office will carry out a landscaping exercise across the EU institutions in order to identify datasets suitable for reuse and list the systems used for storing and processing them in the EU Open Data Portal. The data collections suitable for reuse will be listed in a public inventory and a roadmap will be defined for their incremental publishing on the EU Open Data Portal. An approach will be defined in order to achieve enhanced interoperability between the systems and a more efficient exchange of data. This comprises metadata standardisation as well as the development of machine-to-machine exchange of metadata, and will eventually also lead to synergies in the operation of the different systems.

### *CORDIS – dissemination of EU-funded research and innovation results*

The new contract for CORDIS<sup>(15)</sup> will start on 1 February 2018. Based on a user experience study, a redesigned, responsive and accessible CORDIS website will be implemented and further aligned with the new Europa website. The taxonomy of subjects of the CORDIS repository will be applied and exposed, including semi-automatic classification of incoming information using semantic technologies. Furthermore, the Office will define and implement a plan to better reach the target audiences of editorial products.

---

<sup>(14)</sup> <http://data.europa.eu/euodp/en/home>

<sup>(15)</sup> CORDIS: the Community Research and Development Information Service. Under the Multiannual Financial Framework 2014-2020, CORDIS is financed within Horizon 2020 on a budget line co-delegated by the Directorate-General for Research and Innovation. [http://cordis.europa.eu/home\\_en.html](http://cordis.europa.eu/home_en.html)



## **PART 2. MAIN ORGANISATIONAL MANAGEMENT OUTPUTS FOR THE YEAR**

### ***A. Human resource management***

#### ***Staff engagement and well-being, and gender-balanced management***

The 2016 Commission staff survey delivered encouraging results. At 69 %, staff engagement at the Office is not just higher than in 2014 (+ 6 %) but also above the overall Commission index (+ 4 %) and very close to the 2020 target (70 %). The Office also approaches the 50 % target set for staff well-being with a result of 40 %. The findings were analysed and several actions already implemented.

In 2018 staff engagement and internal communication measures will be geared towards the implementation of the Strategic Objectives 2017-2025 and the deployment of the reorganisation 2018, which was announced and discussed with staff on the 6 November 2017 Away Day. A particular focus will be placed on the follow-up and staff feedback concerning the new organisational arrangements put in place, in order to make any necessary adjustments. In accordance with the action plan following the staff survey, measures will include open door sessions and video messages from the Director-General, which will be organised on a regular basis. Efforts will also continue to further improve the quality, transparency and timeliness of information available through the intranet so that the staff can easily have access to topics of vital interest and better understand the work of the Office.

Additionally, important professional and social events which are relevant to the Office's staff will be targeted, and collaboration with other Luxembourg based EU services will be reinforced through participation in the newly created Luxweb platform. Several actions will be carried out in the domain of fit@work and other local activities for health and well-being, such as the promotion of energy-friendly transport.

Cohesion of staff will further be fostered through actions such as participation in non-profit fundraising events (e.g. *Relais pour la Vie*, Cancer Foundation), the yearly photo competition, and the traditional Christmas party, based on sharing the different European ways of celebrating it.

With 42.9 % of female representation in the middle management, the Office has already reached its 40 % target for 2019. However, in the framework of a renewed approach to reach at least 40 % female managers by 2019, a sub-target of 4 female appointments at middle management level was set, out of which one first female appointment to a head of unit position was already done in 2017. As 5 vacant middle management positions will be published in 2018, the Office will continue its efforts in order to attract and promote women in middle management positions and towards an effective and gender-balanced management.

#### ***Resource efficiency***

Having to cope with noticeable staff cuts since 2013, the challenge will be to ensure optimum staff levels and skill profiles for operational activities in the context of increased production volume, improved quality, enhanced scope of information services provided to the EU citizens, and development of new services for the users and stakeholders.

The aim is to achieve resource efficiency through:

- Organisational efficiency. The organisation chart will be modified to reflect the 10 interinstitutional Strategic Objectives 2017-2025 and a reorganisation will be implemented by mid-2018. While maintaining the number of organisational entities, current Units and Directorates will be restructured through suppression, creation and/or amalgamation. In the framework of the Office's IT infrastructure consolidation process, 14 IT-related posts will be transferred to Directorate-General for Informatics (DG DIGIT). Furthermore, 2 drivers will be transferred to the Office for Infrastructure and Logistics in Luxembourg (OIL) and negotiations are ongoing on further collaboration in other common areas of activity. As part of the HR Modernisation project, foreseen in the Commission Communication on synergies and efficiencies, HR services for the Office are now delivered by the Account Management Centre. Within the Office, the HR Business Correspondent coordinates strategic HR matters and prepares the related decisions of the Office's management.
- Operational efficiency. The number of contracts will be rationalised with the reduction of cascade contracts, combining of contract lots and by finding synergies with other Commission contracts where possible. Furthermore, workflows of operational systems will be replaced with modular systems providing a basis for further integration with other IT workflows and corporate IT tools. Priority actions for 2018 include the implementation of a new procurement governance and the replacement of iContrat with corporate tool Legal Commitment Kernel.
- Project management. Following the approval by the Management Committee on 30 June 2017 of the Strategic Objectives 2017-2025, the Senior Management has adopted a new governance procedure. The objective is to better align resource allocation decisions with the strategic objectives and to allow for an enhanced monitoring of their achievement. The Senior Management seized this opportunity to further align the working methods of the Office with those of the EU institutions through the adoption of the PM<sup>2</sup> (Project Management) methodology.
- Reallocation of staff. In view of the reorganisation, vacant posts (retirement, external mobility) will be reallocated in order to respond to the needs for meeting the strategic objectives. Simultaneously a redeployment exercise is to be conducted in order to meet the same objectives;
- Acquisition of required skills. The recruitment possibilities will be used to acquire specialised and technical profiles in relation to the new paradigm of handling born-digital information. Replacement of generalist and horizontal profiles (in the family of administrative support and coordination) will be done via internal mobility or transfer from other Directorates-General or institutions;
- Training focus. Resources will be devoted to meeting the strategic objectives, such as supporting redeployed staff, managing change, upgrading and acquiring skills and know-how in relation to priority areas (managing digital information, semantic web, metadata, long-term preservation, etc.).

### *New premises for the Office – state of play*

Following the unexpected withdrawal of plans to extend the Mercier lease in March 2016, OIL, responsible for the property procedure, and the Publications Office worked out the technical specifications for a market prospection, which was published on 4 January 2017. 15 eligible offers were received out of which three were retained. However, an alternative solution has been found and the relocation schedule of the Office provided for in the market prospection has significantly changed. OIL therefore cancelled the property

procedure on 31 August 2017. The current lease of the Mercier building should be prolonged accordingly.

While the move from the Mercier building is on hold, it is foreseen to have all the Office's staff in one building. Staff from the Fischer building will be thus relocated to the Mercier building.

### *Cloud migration and data centre consolidation*

In November 2016 the Publications Office's Senior Management decided to adopt a cloud-first policy and take active part in the data centre consolidation initiative of the Commission. The convention with DG DIGIT was signed on 30 May 2017 and the work on the consolidation of the Office's IT infrastructure is ongoing in close collaboration with DG DIGIT.

The Office intended to use the opportunity of the move from the Mercier building to converge towards the EC standard configuration at its new premises. The impact of the delay in the Office move is currently being assessed. It will allow for a review and adjustment of the data centre migration plan in order to reduce the risk of such an operation. However, the consolidation of the network and workplace is likely to be delayed since this would require further infrastructure investments which would not be reasonable in the Mercier building.

In this context, the Office will launch the migration of applications to DG DIGIT data centre on the basis of the Local Data Centre due diligence and it will continue the migration of the selected applications to the cloud. The migration of the Office's desktops to Windows 10 will be carried out, and the convergence of its workplace solution towards the corporate standard will continue.

**Objective: The Office deploys effectively its resources in support of the delivery of the EU institutions priorities and core business, has a competent and engaged workforce, which is driven by an effective and gender-balanced management and which can deploy its full potential within supportive and healthy working conditions**

### Main outputs in 2018

#### Resource efficiency

Output	Indicator	Target
Optimum occupation of permanent posts	Average occupancy rate of permanent posts	98 %
Management of budget for training	Percentage of budget resources devoted to technical and specialised training	> 60 %
New organisation chart	New organisation chart in place	Mid-2018
Public procurement contracts rationalisation	Number of contracts managed by the Office	Decrease by 5 %

#### New premises for the Office – state of play

Output	Indicator	Target
Adjustment of the relocation schedule of the Office	Prolongation for the lease of the Mercier building	Mid-2018
All staff of the Office relocated in one building	Rehouse colleagues from Fischer building on time and in adequate conditions	End 2018

Cloud migration and data centre consolidation		
Output	Indicator	Target
Move of the Office's data centres	Migration of the Publications Office's IT applications either to the cloud or DG DIGIT data centres	Migration of CELLAR <sup>(16)</sup> to the cloud; 50 % of the Office's applications migrated to DG DIGIT data centre

### ***B. Financial Management: Internal control and Risk management***

Regular financial control will be conducted, and general problems will be addressed through recommendations. Evaluations will be planned and executed according to the Commission guidelines, risks (including fraud risks) will be analysed and actions undertaken to manage them – in case of fraud risks this will be done in line with the anti-fraud strategy reviewed in 2017.

Procurement procedures will be carried out in compliance with the principles and rules governing public procurement at the EU institutions and according to sound financial management. Foreseeing correctly the overall scope and amount of services at the time of the launch of a tendering procedure ensures better competition and therefore also better results in terms of value for money. In this context, existing models and procedures will be aligned to the provisions of the new Financial Regulation. Furthermore, the eProcurement process and the related corporate tools will be gradually implemented.

Compliance with payment time limits in line with Article 92 of Regulation (EU, Euratom) No 966/2012 will be regularly monitored and reported upon. Controls and procedures are set up in order to process commercial invoices as efficiently as possible and above all to pay on time the contractors, in line with the ongoing Commission initiatives to speed up cash flow to beneficiaries of EU funds.

It should be noted that the Publications Office will implement the new internal control framework of the Commission <sup>(17)</sup> completely in 2018 and will report about the functioning of the internal control systems according to that framework.

#### **Objective 1: Effective and reliable internal control system giving the necessary guarantees concerning the legality and the regularity of the underlying transactions**

Main outputs in 2018		
Output	Indicator	Target
Ex-post controls	Coverage of ex-post controls in percentage of transactions value	>15%
Procurement management	Negative opinions from CAM (Comité des achats et des marchés)	0

<sup>(16)</sup> CELLAR: Repository storing all metadata and digital content managed by the Publications Office in a harmonised and standardised format. The storage in the CELLAR makes data implicitly available on the internet.

<sup>(17)</sup> Communication to the Commission – Revision of the Internal Control Framework [[C\(2017\)2373](#)].

**Objective 2: Effective and reliable internal control system in line with sound financial management**

Main outputs in 2018		
Output	Indicator	Target
Cost-effectiveness of controls	Overall costs of controls in percentage of transactions value	< 6 %
Budget execution (commitments)	Ratio of number of award decisions/number of launched procedures	90 %
Timely execution of payments	Percentage of payments made within time limits	> 99 %
	Time to pay (days – 2018 cumulative average)	< 15 days

**Objective 3: Minimisation of the risk of fraud through application of effective anti-fraud measures, integrated in all activities of the Office, based on the Office's anti-fraud strategy (AFS) aimed at the prevention, detection and reparation of fraud**

Main outputs in 2018		
Output	Indicator	Target
Analysis of the register of exceptions	Number of penalty and other contract condition overrides in the register of exceptions	< 15

**C. Better Regulation**

Not applicable.

**D. Information management aspects**

**Data, Information and Knowledge Management**

Data, information and knowledge are strategic assets. In accordance with the communication on Data, Information and Knowledge Management at the European Commission adopted by the College on 18 October 2016, the Office will promote better gathering, sharing and use of information and knowledge among staff and with other Commission Directorates-General.

The Director-General of the Office is a member of the Information Management Steering Board and has committed to contribute to delivering of the strategy and to ensure coherence between actions, to prioritise them and to oversee their implementation, both at corporate level and locally.

The Information Management Steering Board is supported by the Information Management Team (IMT), composed of experts from the Directorates-General represented in the Board. In the Office, the definition of data, information and/or knowledge management strategies and priority actions to make progress towards the Strategic Plan targets is the responsibility of the Office's IMT member and will continue to be addressed in the Office's Management Plan and Annual Activity Report.

The Publications Office envisages contributing to the bi-annual work programme 2018-2019 of the Information Management Steering Board through the following actions: developing data visualisation capabilities; establishing a single public repository of information related to EU institutions contracts; achieving interoperability between controlled vocabularies used at the Commission; running a pilot on automatic indexation of content; providing persistent identification for linking and citation of data; providing a toolkit for managing reference metadata.

The final list of activities to be carried out in 2018 will be established with the adoption of the work programme by the Information Management Steering Board in early 2018.

## Document management

Document management will be monitored by producing regular reports on non-filed documents, non-closed tasks, NomCom<sup>(18)</sup> files not used for one year etc. Awareness will be raised and information shared through a dedicated network and other means of communication (e.g. guidance on the Office intranet, lunchtime conferences). Information sessions and communication actions will be held in 2018 in order to improve document management, in particular how to foster exchange of knowledge through increased retrievability.

Additionally, the Office will organise awareness-raising sessions and monitor the use of e-signatories to improve the efficiency of managing outgoing mails.

The Office will also further explore the possibility to improve sharing of information by opening more files. A campaign will be started in order to review the files of the Office from this point of view and to define the activities for which the newly created files will have a limited visibility and for which they will be visible to the whole Commission. Furthermore, a workshop with the document management correspondents will be organised giving guidelines and information on the topic.

## Reporting

In view of the preparation of the Management Committee meetings, the Office will send a draft agenda, as well as all related documents, within the deadlines laid down in the Management Committee Rules of Procedure. Moreover, as an interinstitutional office and service provider, the Office will fulfil reporting obligations towards the EU institutions represented in the Management Committee, to the Commission, whose administrative and financial procedures are applicable to the Office, as well as to all EU institutions using the Office's services. Furthermore, in order to ensure a smooth information flow between the Office and the EU agencies, the Office will regularly inform the EU agencies of any decisions of the Management Committee that have an impact on the services that it provides to them.

**Objective: Information and knowledge in your DG is shared and reusable by other DGs. Important documents are registered, filed and retrievable**

### Main outputs in 2018

Document management		
Output	Indicator	Target
Filing of documents	Percentage of registered documents that are not filed	≤ 1 %
Sharing of information	Percentage of HAN (Hermes-Ares-NomCom) files readable/accessible by all units in the Publications Office	99 %
More efficient document management	Percentage of documents to externals via e-signatory	65 %

  

Reporting		
Output	Indicator	Target
Produce and propose reports and documents	Percentage of documents forwarded to the Management Committee within the time-limit	100 %

---

<sup>(18)</sup> NomCom: Nomenclature commune. It is the application for the centralized management of the Commission's documents filing plan.

#### ***E. External communication activities***

Not applicable. The Publications Office does not carry out external communication activities but ensures the promotion of EU information and publications of the EU institutions, and manages websites for their dissemination.

#### ***F. Examples of initiatives to improve economy and efficiency of financial and non-financial activities***

As from 2018 onwards, the Official Journal L and C indirect costs will no longer form part of the respective budgets of the EU institutions but will form part of Office's administrative budget. This change increases transparency, improves understanding of the Office's budget, and represents a considerable simplification in terms of administrative burden with savings in human resources for all institutions. In 2018, this will allow for the redeployment of 2 Full Time Equivalents in the Office's Finance Unit.

## Annex – Tables

### Specific objective 11.1: Automated workflows for more dynamic ways of producing and publishing legal content are optimised and implemented

Non programme-based

#### Main outputs in 2018

##### Official Journal of the European Union

Output	Indicator	Target
<i>Prior to roadmap 2019</i> New workflow tool PlanLEX	Specifications drafted	End of 2018
New Official Journal production contract for 2019	Publication of the call for tender and evaluation	April 2018
	Signature of the contract	End of 2018
<i>As per roadmap 2018</i> Authentication by electronic seal (mass signature)	Specifications finalised and launch of the development of new tool	End of 2018

SO 5

##### The Official Journal act-by-act

Output	Indicator	Target
Act-by-act production of the Official Journal	Finalisation of impact analysis	End of 2018

##### Case-law of the European Court of Justice

Output	Indicator	Target
Timely delivery of case-law documents	Percentage of documents produced within requested deadline	90 %
Production lead time	Average duration of the production of documents	9 days

##### Production tool for the European Union's budget (CIBA)

Output	Indicator	Target
New design architecture for the collaborative budget management application	Deployment of new modules and full decommission of old system	50 %

##### Supplement to the Official Journal

Output	Indicator	Target
Production of the <i>Supplement to the Official Journal</i> in accordance with the directives in force	Average cost per notice	< EUR 10.00



**Specific objective 11.2: Collaborative production services, optimised for multichannel dissemination, are provided to all EU institutions, agencies and bodies**

Non programme-based

Main outputs in 2018

SO 2

**Rationalisation of the production of publications**

Output	Indicator	Target
Quality and timeliness in the production of general publications	Percentage of fully satisfied clients for production of general publications (based on survey of all author services having produced with the Publications Office)	85 %
	<i>KPI post-2018</i> Percentage of authors satisfied with time taken to publish with the Office	60 %
	Percentage of titles produced for mobile devices	20 %
Collaborative production services	Number of titles produced using a collaborative platform with author services	600
Structured templates	Number of generic and customised structured templates provided to author services	1 generic, 10 customised

SO 3

**Refocusing quality control**

Output	Indicator	Target
<i>As per roadmap 2018</i> Interinstitutional Style Guide website modernised	Downloadable modular elements of the Interinstitutional Style Guide	PDFs available for download
<i>As per roadmap 2018</i> Collaborative planning with authors and institutional language services	Completion of pilot project for collaborative planning	End 2018
<i>As per roadmap 2018</i> Upstream editorial assessment and content analysis	Completion of pilot project for content analysis	End 2018
	<i>Continuation of roadmap 2017</i> Upstream editing in place for given publication types and clients	Process defined and accepted with key authors
	Methodology for impact evaluation of publications is available	End 2018
	Scaling up of pilot project for content analysis	> 50 selected publications
	Definition of purpose and type of social media support for publications	End 2018

SO 6

**Reference centre for the production of publications**

Output	Indicator	Target
Synergies in the production of general publications	<i>As per roadmap 2018</i> Centralisation of the dispatch of printing tasks to institutions' internal print is operational	8 %
	<i>KPI post-2018</i> Percentage of publications identified by the Office using full production with the Office instead of submitting identifiers-only requests	60 %
<i>KPI 2018</i> - Feedback mechanism for all institutions	Availability	End 2018

SO 7

**Towards a new concept for the distribution policy: zero stock**

Output	Indicator	Target
<i>KPI post-2018</i> Implementation of a new distribution concept	Volume of stock	Decrease by 10 %
<i>KPI post-2018</i> Efficiency in the production and distribution of publications	Surplus publications in stock (difference between publications received and publications distributed)	Decrease by 20 %

**Specific objective 11.3: Structuring of data [content (IFC) and metadata (IMMC)] is facilitated through synergies in tools and formats on the interinstitutional level**

Non programme-based

Main outputs in 2018

SO 1

**Secured and automated exchange of data: interoperability of document formats**

Output	Indicator	Target
Synergies in structuring of data at interinstitutional level	Number of example documents covered by the Interinstitutional Formats Committee's (IFC) Common Vocabulary for the semantic structuring of the documents' content	15
<i>As per roadmap 2018</i> Common Exchange Model	Finalisation and adoption of version 2.0	End 2018

SO 1

**Secured and automated exchange of data: standardisation of metadata**

Output	Indicator	Target
Extension of publishing chains based on IMMC on the side of the Publications Office	Number of new publishing chains based on IMMC exchange that have been put into production	3
Institutions delivering documents via IMMC based workflows	Total number of institutions using IMMC based workflows for the transmission of at least one type of publication to the Publications Office	8
Data warehouse for an efficient and complete reporting about the dissemination activity	Development of the initial version of the newCERES data warehouse	Basic monthly reporting for all domains covered by newCERES
Adoption of the IMMCbuilder for the implementation of IMMC exchanges	Use of the IMMCbuilder by a first group of external and internal stakeholders	2 (European Parliament, Commission)
<i>KPI 2018</i> Implementation of eTrustEX and IMMC version 4	Percentage of exchanges of legal data with the institutions based on eTrustEX and IMMC version 4	100 %

**EuroVoc – the multilingual thesaurus of the EU**

Output	Indicator	Target
Availability of production version of VocBench on Joinup	Publication of a new version of VocBench on Joinup	October 2018
EuroVoc updates	Number of EuroVoc updates published during the year	2 (June 2018 and December 2018)

**Specific objective 11.4: EU digital information and data are archived, preserved over time and extended to new content types**

Non programme-based

Main outputs in 2018

Long-term preservation

Output	Indicator	Target
Digital Preservation Plan	Adoption of version 1.0 and extension to include the requirements for the legal deposit	End 2018
Formal recognition of trustworthiness of EUDOR by an accredited certification body	Certification procedure	To be started in 2018
Long-term digital preservation service	Completion of collections according to Digital Preservation Plan – Publications Office's master data added	End 2018



Legal deposit scheme

Output	Indicator	Target
<i>As per roadmap 2018</i> Proposal for the legal deposit scheme	Definition of a legal deposit scheme containing the types of publications, formats or media to be covered, etc.	End 2018

Web preservation

Output	Indicator	Target
Quality of web preservation service	Quarterly harvesting of websites of the EU institutions Giving access to the web archive via a public website	312 regular crawls 99.8 % availability of access website

**Specific objective 11.5: EU authentic information is easily accessible online and its discoverability is enhanced**

Non programme-based

Main outputs in 2018

**EUR-Lex – access to EU law**

Output	Indicator	Target
Consolidation of legal acts	Number of new consolidated versions of legal acts produced	1 900
Smooth production of the Summaries of EU legislation	Number of drafted / redrafted and updated summaries loaded in CELLAR and available for EUR-Lex	400
Complete and improve the collections of legal documents	Legal documents: number of notices available via EUR-Lex	1 012 000

**TED – towards the single point of access for public procurement**

Output	Indicator	Target
Access to public procurement notices	Number of documentary units (notices) loaded on TED website during the year	500 000
eProcurement	Number of contracting authorities publishing via eTendering	95
<i>As per roadmap 2018</i> Call for tender for a single point of access to public procurement	Launch	End 2018



**Specific objective 11.6: The various collections of EU content are available through a single point of access based on commonly agreed standards**

Non programme-based

Main outputs in 2018

Enhanced features for the Publications Office Portal 'EU law and publications'

Output	Indicator	Target
Identification, cataloguing and archiving of publications	General publications: number of notices (works) available in CELLAR* * A notice (work) covers all linguistic versions and available formats for a given title in CELLAR	102 000
Transparency in the field of EU-commissioned studies	Number of studies available for public consultation on EU Bookshop	9 200
Quality of service provided by EU Bookshop to its various customers	EU Bookshop user satisfaction rate (*) (*) Percentage of neutral and positive opinions expressed in the user survey of EU Bookshop to be carried out in 2018. Target audiences will include registered and 'privileged' users, users who recently ordered publications, and author services.	82 %

SO 4

Integrated access and federated search across EU information

Output	Indicator	Target
<i>As per roadmap 2018</i> Landscaping exercise of EU institutional repositories/websites	Study available	End 2018
<i>As per roadmap 2018</i> Start the preparatory work to ensure that TED content will be searchable via OP Portal	Initial study and roadmap for implementation available and validated	End 2018
<i>As per roadmap 2018</i> Widgets used by the EU institutions	Number of widgets	1 EU institution and 1 agency more than in 2017
EU Vocabularies website on the OP Portal platform	Availability in production	Mid-2018

SO 4

Interoperability between controlled vocabularies

Output	Indicator	Target
<i>As per roadmap 2018</i> Enhanced information linking	Interoperability achieved between controlled vocabularies used at the Commission and other institutions	Alignment available for key vocabularies Survey for other EU institutions and bodies

SO 4

European Legislation Identifier: interoperability at EU and national levels

Output	Indicator	Target
<i>As per roadmap 2019</i> ELI links at document fragment level	Implementation of specifications to ingest XML files with ELI subdivisions in the CELLAR	End 2018

**Specific objective 11.7: The Office is the information hub for policy makers, market actors and civil society as regards the dissemination and reuse of public EU data**  
**Content-linking from various sources is enabled through synergies and interoperability with other EU institutions, agencies and bodies**

Non programme-based

Main outputs in 2018

SO 10

**Reuse policy reinforced**

Output	Indicator	Target
<i>As per roadmap 2018</i> Strategy for the Office's reuse services	<ul style="list-style-type: none"> <li>• Definition</li> <li>• Adoption by Senior Management</li> <li>• Implementation</li> </ul>	End 2018
<i>As per roadmap 2018</i> Reuse implementation guidelines	<ul style="list-style-type: none"> <li>• Adoption</li> <li>• Implementation across the Office's collections</li> </ul>	End 2018
<i>As per roadmap 2018</i> Establishment of a reuse assistance service	Provision of reuse assistance at second-level helpdesk (i.e. for technical and business issues)	End 2018
<i>As per roadmap 2018</i> Optimisation and rationalisation of the Office's metadata and data storing system	Definition of the approach	End 2018

SO 10

**EU Open Data Portal and synergies in data dissemination and reuse services**

Output	Indicator	Target
Increase in the number of available EU datasets	Number of datasets on EU Open Data Portal	13 000
<i>As per roadmap 2018</i> Increased quantity and quality of datasets	Number of EU institutions publishing on the EU Open Data Portal	6
<i>As per roadmap 2018</i> Public inventory on the reusable data collections	Availability	End 2018
<i>As per roadmap 2018</i> Roadmap for the incremental publishing the reusable data on the EU Open Data Portal	Definition	End 2018

**CORDIS – dissemination of EU-funded research and innovation results**

Output	Indicator	Target
Dissemination of research results to support their exploitation	Number of enhanced 'Results in brief' about FP7 and Horizon 2020 research results	1 500