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ANNUAL REPORT OF THE INFORMATICS DEPARTMENTS OF THE COMMISSION 1981

(Report from the Commission to the Council)

COM(82) 488 final

ANNUAL REPORT OF THE INFORMATICS DEPARTMENTS OF THE COMMISSION 1981

INTRODUCTION

1. The present report describes the KEY events in 1981 :

   - the reorientation of the Commission's policy for informatics towards a system of distributed processing;
   - the reorganisation of the informatics activities of the Commission to reflect this trend to distributed processing;
   - the definition of actions to improve the efficiency of informatics in the Commission;
   - the steps taken to increase the machine capacity in the Computer centre whilst at the same time improving the cost/performance of the equipment used;
   - the 1981 budget situation (staff and credits);
   - the steps taken to ensure effective interinstitutional collaboration in informatics.

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1. This report follows on from Annual Reports COM/78/347, COM/79/678, COM/80/501 and COM/81/568 for the Informatics Departments of the Commission for 1977, 1978, 1979, 1980 respectively - drawn up in accordance with the European Parliament Resolution (Pêtre report).

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REORIENTATION OF THE COMMISSION'S POLICY FOR INFORMATICS

2. As indicated in the 1980 report the Commission, at its meeting of 7 May 1980, took a series of important decisions which led to a change of direction in its informatics policy. The main decision taken was, over a period of 5-6 years, to move to a system of distributed processing.

3. Also as indicated in the 1980 report the Commission created a Directorate of Informatics and the newly appointed Director took up his duties at the beginning of 1981.

4. One of the first tasks of the Director of Informatics was to draw up a report to indicate :

   - progress already made in carrying out studies for the planned move to a system of distributed processing;

   - guide-lines for implementing a system of distributed informatics in the Commission;

   - the new organisation of informatics that was necessary to reflect the Commission's reorientation of its informatics policy;

   - the system of planning and budgeting that needed to be implemented.

   This report (*) was approved by the Commission in May 1981.

REORGANISATION OF THE INFORMATICS ACTIVITIES OF THE COMMISSION

5. Following approval of the report the first necessity was, progressively during 1981, to implement the new organisation of informatics in the Commission - in terms of its committee structure and of the informatics departments making up the Directorate.

6. The new organisation recognises the convergence of technologies that is now taking place. It therefore brings together for the first time classical data processing (Analysis, programming, operating the central computers), telecommunications (voice as well as data transmission), distributed equipment which in time will be interconnected through a network (minicomputers, terminals, text processing equipment, office equipment - photocopiers, typewriters etc., teleconferencing facilities etc.).

7. The new expanded Directorate now has 407 officials plus some 190 persons working under contract (compared with 232 officials and 58 persons under contract in the previous data processing departments). The 1981 budget for this new Directorate was 31.4 MECU (of which 20.7 for classical data processing and 10.7 for the new responsibilities - telephone, text processing, office equipment, etc.).

8. The Director of Informatics manages informatics in the Commission either directly, through the central informatics unit or indirectly via units in the Directorates General. Administratively speaking, he is responsible to the Director General for Personnel and Administration and he reports to the Management Committee for Data Processing in the Commission (CDIC).

Committees for the management of informatics

9. The new committee structure is set out in Annex 1.

10. Management Committee for Data Processing in the Commission (CDIC)

is chaired by the Director General for Personnel and Administration (DG IX).

Its members are :

- the Director General for Information Market and Innovation (DG XIII);
- the Director General of the Statistical Office (SOEC);
- a representative from the Secretariat General;
- the Deputy Director General for Internal Market and Industrial Affairs (DG III);
- the Director of the Informatics, Mathematics and Systems Analysis Department in the Joint Research Centre, Ispra Establishment.

The Director of Informatics puts before the CDIC all matters relating to strategy, guidelines, organisation, planning and budgets.

11. The CDIC is assisted by two main committees at Director level :

- the Users' Committee;
- the Committee on Informatics Technology (CTI).

12. The Users' Committee is chaired by the Director of Informatics and comprises the officials in charge of data processing in each Directorate General, projects leaders and members of the Informatics Directorate and of the Management and Organisation Division.

Meetings of the Users' Committee are organised by the Informatics Planning and Administration Department and cover matters concerning users, such as planning, priorities, budgets and projects.

13. The Committee on Informatics Technology is an advisory committee and reports to the CDIC and the Permanent Nucleus on Industrial Innovation. It is chaired by the Director of Informatics and comprises :

- the Director of the Informatics, Mathematics and Systems Analysis Department at the JRC Ispra establishment;

- the Director of Industrial Affairs II (telematics, data processing, telecommunications, transport and public contracts) in DG III;

- the Director for Information Management in DG XIII.

The task of the CIT is to make recommendations on technological questions concerning guidelines on distributed systems, bearing in mind the objectives of industrial policy, research and innovation and the needs of internal users. It provides coordination between the INSIS project (*) and the Commission's distributed network.

It is supported by the Norms and Standards Committee, which is chaired by the Director of the Informatics, Mathematics and Systems Analysis Department at the JRC Ispra Establishment, and by other working parties set up as and when need dictates.

With members from DG III, DG IX, DG XII-JRC and DG XIII the Norms and Standards Committee has followed up on standards requirements in existing procurement contracts, has reviewed and given advice on over 20 individual acquisitions of informatics and information technology equipment. Moreover the Committee is developing Commission norms in areas where international standards do not exist, and standardised dossiers for standards and norms requirements for selected types of acquisition, with emphasis also on methods for testing conformity to standards. The Committee also liaises with the Working Group on Standards.

Central Informatics Organisation

14. The Informatics Directorate (IX/E) currently comprises the following Divisions and Specialised Departments (please see diagram in Annex and Staff numbers - internal and external in Annex 3) :

(a) Informatics Planning and Administration (IPA)

The Specialised Department for Informatics Planning and Administration is responsible for drawing up plans and budgets in collaboration with the officials in charge of data processing in the DGs. This includes monitoring the management of major projects.

Its responsibility for budgetary control entails ensuring that resources are properly allocated within the Directorate and it deals with the legal, administrative and commercial aspects of procurement.

(*) INSIS = Interinstitutional system of integrated services.

Its areas of activity are thus :

- planning and budgets;

- contracts and management of appropriations;

- Users' Committee.

(b) Quality Control and Internal Audit (QC/A)

The task of this unit is to analyse the quality of work carried out by outside firms and the performance of the data processing departments in the Commission. It carries out random checks on the level of service, security and internal controls. The purpose of these analyses and checks is to produce recommendations designed to stimulate and improve the organisation. The department also deals with complaints from user departments which can not be settled on the spot. This type of work will frequently require consultants to be called in and will involve only a small team of officials.

(c) Computer Centre

The role of the Computer Centre in the context of a distributed network is to provide users with a powerful computing capacity, supplying CPU time and associated services on an individual contract basis.

These services include data collection, applications management, and user support for the basic software and packages supplied by the Centre. Distributed processing activities themselves are no longer the responsibility of the Computer Centre.

The Centre's main areas of responsibility are as follows :

- production;

- configuration and operating system;

- job management and data collection.

(d) Integrated Information Systems

The integration of informatics services in the user's environment requires a single organisational unit able to provide the natural operational interface for the decentralised data processing departments in the user DG's. This Division will be responsible for implementing the plan for a distributed network in close collaboration with the data processing managers in each DG, the Management and Organisation Division and the Informatics Engineering Division. Its activities also cover telecommunications, telematics, office automation, minicomputers and documentary data base support as well as promotion, motivation, manpower support and direct assistance to users.

This new Division has been created to bring together several previously separate units. Accordingly, a temporary organisational structure has been set up. A more fully integrated structure will be developed by stages.

It comprises the following sections :

- management, projects, promotion;
- telecommunications Brussels/Luxembourg (*);
- decentralised equipment;
- European Communities Information and Documentary Research Centre (CIRCE).

(e) Informatics Engineering

This Division provides the infrastructure for hardware and software. It is responsible for design, planning, defining specifications and implementing standards for network architecture and equipment. It is concerned with the promotion of software development methods aids and the creation of basic software. This Division provides technical back-up for the Integrated Information Systems Division and has technical responsibility for all users in the Commission. It also services the Committee on Informatics Technology.

The Division's work falls into four areas :

- network and central or distributed processors;
- software development and applications aids;
- office automation and documentary systems;
- numeric systems.

(f) Applications Development

The Applications Development Department is responsible for the design, implementation and maintenance of all applications which are to be developed centrally (including systems analysis and programming). The services to be provided and the manpower to be assigned to implement them will be laid down in an internal contract with the users.

This department covers three areas :

- administrative and staff systems;
- surveillance systems;
- financial instruments.

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should be noted that the Commission's Brussels telephone exchange was successfully placed at the end of 1981. The new switchboard provides greatly improved facilities telephone users throughout the Commission.

Informatics in the Directorates General

15. In consultation with the Director for Informatics and the Management and Organisation Division, each Directorate General will formally set up a local informatics unit, the size and responsibilities of which will depend on the user's needs, the computer staff available in the DG and the level of preparation.

16. The minimum level will be an informatics coordinator, a task which can be taken on by the Director General's assistant if no-one else is available. In Directorates General with a sizeable information infrastructure, an information systems manager could be placed in charge of local operations and day-to-day management of applications within the Directorate General. In this case, he must be given authority over the computer staff in the DG in order to be able to perform his task. In Directorates General where there are various related groups of users, an official could be given responsibility for each group (in DG IX, for example, applications for personnel matters are entirely different from applications for language staff).

17. The official responsible for information systems (from the DP coordinator to the information systems manager) acts under the authority of the Directorate-General as a link between the users in the DG and the central informatics departments on all important questions such as plans and budgets, projects, systems implementation, monitoring of operations, and complaints.

18. He is responsible for all local informatics activities and for their development in line with the guidelines on distributed processing.

19. He represents his Directorate General for both these areas on the Users' Committee.

20. The respective responsibilities of the decentralised unit in the DG and the central informatics unit will be worked out along the following lines :

- the decentralised unit operates within the Directorate General to meet users' needs but is answerable to the Informatics Director for the following :

  = standard of work;

  = compliance with centrally agreed guidelines;

  = observation of approved performance standards.

  Informatics Planning and Administration (IPA) and Quality Control and Internal Audit will together provide the wherewithal for operational management and control;

- operators for the equipment installed in the DG will be provided by the decentralised unit or by the users;

DEFINITION OF A SERIES OF ACTIONS TO IMPROVE THE EFFICIENCY OF INFORMATICS IN THE COMMISSION

21. During 1981 external consultants (the firm DIEBOLD) examined the budget request drawn up by the Informatics Department for 1982. At the same time the consultants firm Diebold made a list of recommendations for improving the efficiency of informatics in the Commission.

22. The Directorate of Informatics added to this list and translated it into an action plan for 1981/1982.

23. The key actions can be summarised as follows :

- to implement SIPA (an integrated system for planning and administration). This system will be used for breaking the budget down by Budget centre (informatics department on the one hand, user/project/application on the other hand). Each User would therefore have his budget and would be charged for the services he receives;

- to define a methodology for and to draw up medium term plans (3 years) and long term plans (5-10 years);

- to implement a system of cost/benefit studies for existing work and new projects;

- to produce guide-lines on project management for Project leaders;

- to define a supplier policy for mainframe, decentralised equipment, software acquisitions;

- to produce a standard reporting system concerning the reliability achieved by each of the Commission's computers and to define norms for reliability;

- to draw up a plan for security of equipment, software, data - including confidentiality aspects;

- to define quality standards for informatics services;

- to audit key areas in the informatics operations of the Commission;

- to increase the machine capacity in the Computer centre whilst at the same time improving the cost/performance of the Commission's computers (N.B. : because of its urgency and importance this aspect is treated in some detail in the Chapter that follows);

- to define a detailed plan for the implementation of distributed processing for the period 1983-1985 (short term plans are also being defined to cover 1982 actions : internal network development, file transfer facilities, choice of minicomputers, office equipment (text processing etc.);

- to define the tools necessary to improve programmer productivity.

24. Some of these actions have already been completed; all actions have at least been started but some will stretch over a number of years. In particular, priority has been given during 1981 to increase the machine capacity in the Centre. This aspect is treated below.

STEPS TO INCREASE THE CAPACITY IN THE COMPUTER CENTRE AND TO IMPROVE THE COST/PERFORMANCE OF THE COMPUTER EQUIPMENT

25. Having reorganised its informatics activities to reflect the progressive move towards distributed processing, it was possible in 1980 only to commission certain studies which would pave the way for its progressive implementation during the coming years.

26. There remained, however, an acute shortage of capacity in the Computer centre. The Commission was dependent for its statistical work on an ICL 2980 which was completely saturated (working 24 hrs/day, 7 days/week), as the ICL 2976 was not operational as it was progressively taking on applications from the 2980, a Siemens 7760 which was gradually taking over the administrative applications from the ICL, and an obsolete IRIS 80 for the CIRCE system (*) was also saturated.

27. The situation was further complicated by the fact that the Siemens computer and the two ICL computers were all in different buildings in Luxembourg and had therefore to be grouped in the new Computer centre in the Jean Monnet. In addition, the ICL 2980 was using an out-dated version of the ICL Operating system, which necessitated an adaptation of the Commission's programs to bring them into line with the later version of the Operating system already implemented on the 2976.

28. The objectives were set during 1981 to :

- increase considerably the capacity of the central computers without incurring a corresponding increase in hire charges;
- move the computers (this has now been done);
- adapt the ICL programs (this will be completed in the 2nd quarter of 1982).

As a result of negotiations with existing suppliers in order to improve the performance/price ratios the situation is now as follows :

- the ICL 2980 will be replaced early in 1982 by a dual 2982;
- the IRIS 80 is being replaced by a twin DPS7/80;
- the Siemens 7760 will be replaced in 1983 by a 7571 (a second Siemens machine - 7551 - will be taken in 1982 : the 7760 and the 7551 will be replaced by the 7571 as soon as the latter is available in 1983).

(*) The CIRCE system is a documentary retrieval system which contains a number of data bases of internal documentation, Community law etc.

29. The result of these negotiations in terms of increased capacity, increased costs, and improved performance/price ratios is summarised in the table below :

Present machine A	Power in Mips (*) B	Monthly rental in Mio FB C	Perf/price (B/C) D	Replac. machine A	Power in Mips B	Monthly rental in Mio FB C	Perf/price B/C D
ICL 2980	1.8	13.1	0.14	ICL 2982 dual	3.6	12.6	0.29
CII-HB IRIS 80 (**)	0.7	2.6	0.27	CII-HB 2xDPS7 (**)	3.4	3.4	1.00
Siemens 7760	1.2	3.8	0.32	Siemens 7571	4.7	4.5	1.00
ICL 2976 (***)	1.4	8.8	0.16	ICL 2976 (***)	1.4	8.8	0.16
	5.1	28.3	0.18 (****)		13.1	29.3	0.45 (****)

30. It will be seen from the above that :

- the capacity will have been increased almost threefold (from 5.1. to 13.1 Mips);
- the price per month will have increased by only 3.5 %.

(*) Mips = millions of instructions per second.

(**) The CII-HB machines are run on a service bureau basis. It has been assumed that equipment and staff (operations) costs each represent 50 % of the total contract price.

(***) Discussions are taking place with ICL to
= transform the contract from a service bureau contract to a normal hire contract (the proposed hire price is indicated above)
= improve the performance/price ratios of the 2976.

(****) It is not possible to compare the performance/price of the machines of the different manufacturers exactly as the Mips power is the power of the central processor; the price however depends on the size of the configuration (e.g. the amount of main memory, the number of disc drives and magnetic tape units etc. This varies from machine to machine).

31. It should be stressed that this extra capacity (for a marginal increase in price) will be essential for the large data base applications even when the distributed processing system is implemented; it is essential at the present time in order to :

- relieve the pressure on the currently saturated equipment;

- thereby to improve the quality of service (ability to catch up lost work in the event of a breakdown, better turn-round times for batch work, improved response times for on-line work etc.);

- in addition, to facilitate a move from the present unsatisfactory 4 shift working towards a system of two shift working.

32. The planned provision of this extra capacity has permitted the start or continuation of informatics work in the following key areas (the following is a non-exhaustive list) :

Statistical work

CRONOS time series data base
Foreign Trade
Surveys
SABINE and OSIRIS (nomenclatures, report writer)

Administrative work

Payroll
Personnel information systems
Financial accounting
Social security
SAGAP - system of addresses and publications

Linguistic systems

EURODICAUTOM (terminology data base)

Reporting systems

Control of fissile material (Vienna Treaty)

Surveillance systems

Steel (Versions I, II and III)
Textiles
Fishing

Financial Instruments

FEOGA guidance and guarantee systems
RICA
FED
FEDER
Social Fund

Documentary systems

CIRCE internal documentation system
CELEX - Community law data base

Allocation systems

SAFIR (allocation of meetings to rooms, interpreters to meetings)

Modelling applications

Financial and energy models.

1981 CREDITS SITUATION

33. For 1981 the Commission requested of the Budgetary Authority 30,6 MECU on Chapter 21 for its traditional data processing activities. The Budgetary Authority reduced this amount to 20,0 MUCE, increased during 1981 by 0,7 MUCE to cover the, at the time, unforeseen Steel project.

34. The breakdown by Article of the 1981 credits is shown in Annex 4 (credits requested and credits granted).

35. The reduction in the level of credits for 1981 frustrated much of the effort to improve the informatics activities of the Commission and to provide a more adequate service to Users.

36. Faced with this situation the Commission decided, as stated earlier, to call in external consultants to check the Commission's draft budget request (30,4 MECU) proposed in 1981 for 1982. The consultants used were the firm Diebold Europe, a high-level official in the French Administration who is directly concerned with informatics budgets, and the Director of Informatics for a large private Company in Germany.

37. The consultants agreed unanimously that the Commission needed an annual level of credits of 30-35 MECU for activities covered by Chapter 21 in order to operate a normal service (*).

INTERINSTITUTIONAL COLLABORATION

38. The Parliament adopted a Resolution in 1981 (7588/81 - 18.6.1981) proposing the creation of an Interinstitutional Informatics Agency (Rapporteur - Mr. Kellett-Bowman).

(*) In spite of the consultants reports which were made available to the Budgetary Authority, the latter granted for 1982 only 25 MECU (of which 2,4 MECU are in Chapter 100) rather than the requested 30,4 MECU.

39. Mr. O'Kennedy, Commissioner responsible for Personnel and Administration, sent the Commission's initial response to this Resolution on 8.12.1981.

He indicated that :

- the Commission first asked the Interinstitutional Informatics Committee (IIC) (*) to examine the Resolution (this Committee had been created in October 1980 by the Heads of Administration of the Institutions in order to improve collaboration in informatics);

- the findings of the IIC were submitted to the Heads of Administration in September 1981 and correspond in all significant respects to the conclusions of the Commission.

40. The main conclusions of the Commission were that the concept of an Agency could offer a number of advantages (economies of scale, avoidance of duplication of effort etc.). Nevertheless, there remained a number of unresolved questions (danger of a centralised Agency becoming "distant" from its Users, problem of deciding work priorities, need to define which activities could be centralised and which would need to be left in the Institutions, consequences of the trend towards distributed processing on a centralised Agency etc.).

41. Given these unresolved questions the Commission proposed that :

- its present response be regarded as an interim response; a final reply setting out its position on the creation of an Agency would be given after further detailed study of the problem areas before the end of 1983;

- at least until 1983, collaboration between the Institutions continue to be based on a strengthened Interinstitutional Informatics Committee (IIC) for matters that, within the Commission are the responsibility of the Director of Informatics, and on the INSIS Consultants Committee (for matters covered by the INSIS (**) project).

42. The Commission would add that the Directorate for informatics in the Commission participates fully in the INSIS project. It has representatives in the Steering Group, the Working Group, and in each of the five sub-groups (two of which it presides). In addition it plays a full part in INSIS experimental projects where it is able to play a guinea-pig role, thus providing feed-back to the INSIS team before the scope of such a project is widened to take in the normal user environment.

(*) Please see in Annex 5 a copy of the Convention between the Institutions for the IIC and, in Annex 6, a Work programme for the IIC in 1982.

(**) INSIS - Interinstitutional System of Integrated Information Services.

CONCLUSIONS

43. 1981 has been a turning point for informatics in the Commission. As described above, the policy for informatics has been reoriented towards a system of distributed processing; the informatics activities of the Commission have been reorganised to reflect this new policy; a series of actions have been defined to improve the efficiency of informatics in the Commission; specific steps have been taken to match the capacity of the Commission's computers to the immediate work-load (threefold increase in power for a marginal increase in cost); steps have been taken to strengthen interinstitutional collaboration.

44. The actions that have been taken are designed to provide the departments of the Commission with the level of service and availability of informatics tools that they should expect in a public Administration and that would enable them to work with the degree of efficiency that informatics alone can now make possible in an organisation such as the Commission.

45. Nevertheless, these actions will bear fruit only if the Budgetary Authority accepts the need for a budget level on Chapter 21 of 30-35 MECU at 1981 prices for each of the coming years.

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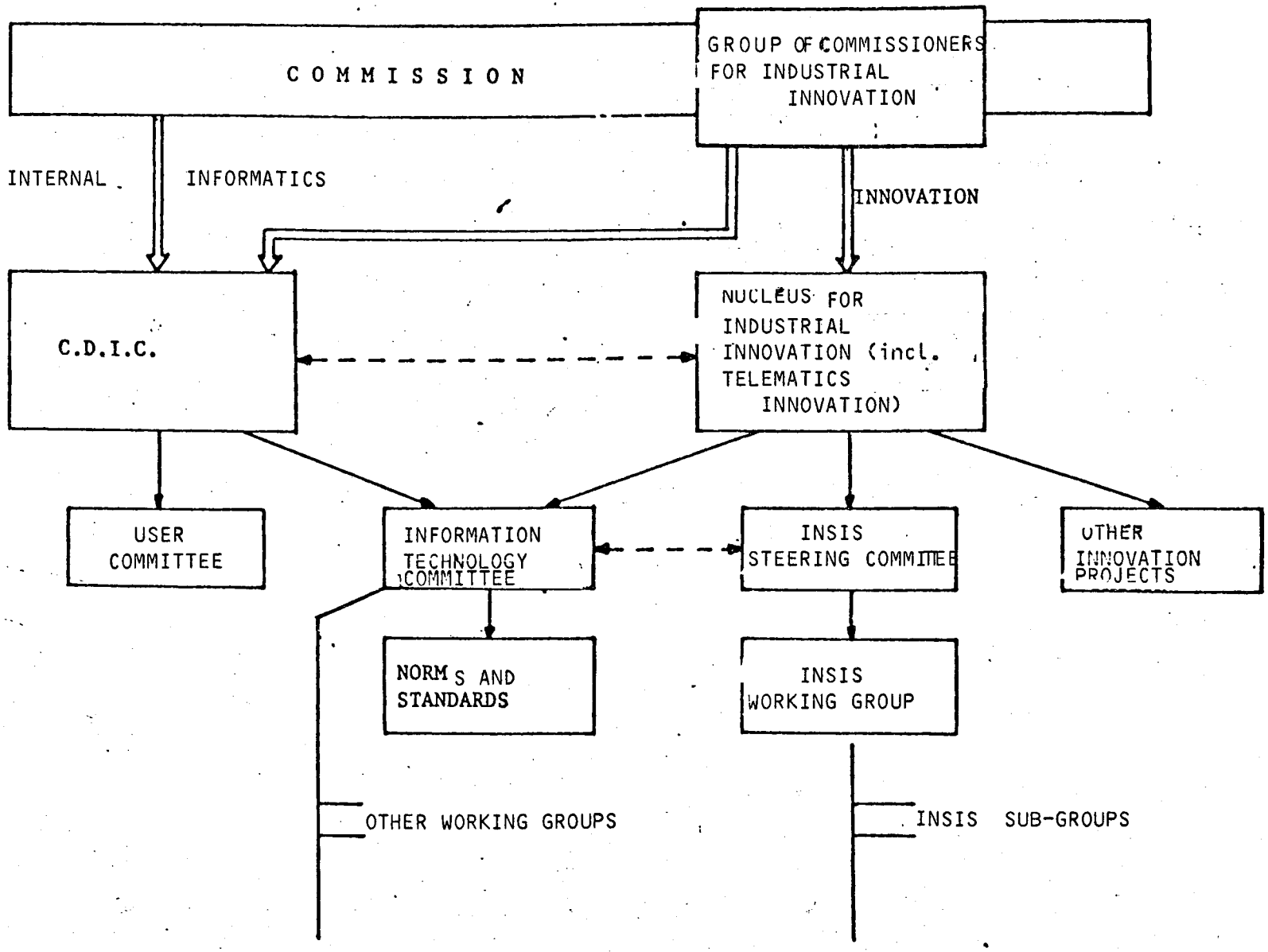
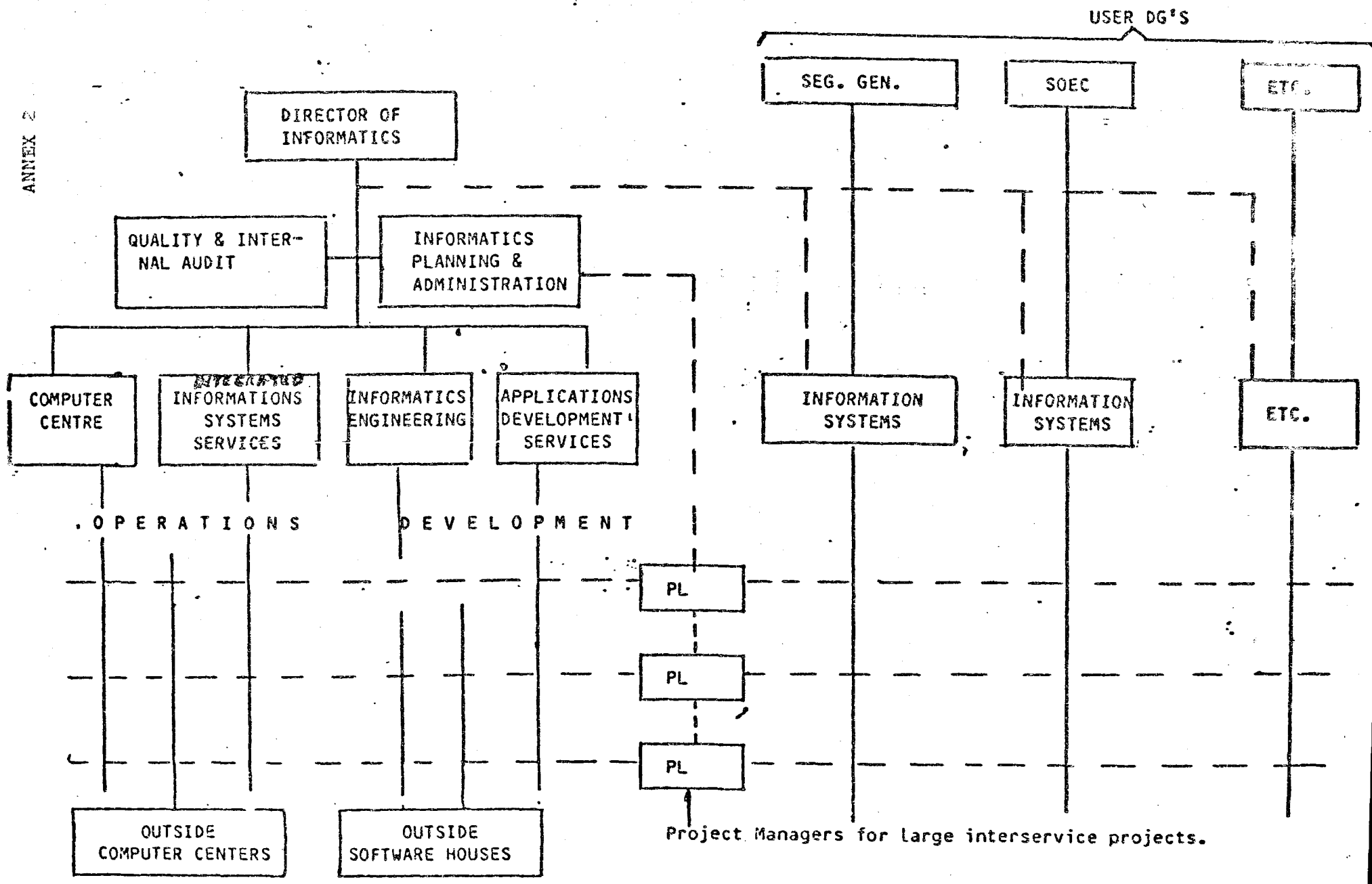
ANNEX 1

INFORMATICS COMMITTEE STRUCTURE



ANNEX 2

PROPOSED OUTLINE ORGANIZATION FOR INFORMATICS IN THE COMMISSION



DIRECTORATE OF INFORMATICS -
STAFF Nos (INTERNAL AND EXTERNAL)
BY DEPARTMENT - December 1981

Department	Perm/Temp. posts					N° of external staff				
	A	B	C	D	TOT	A	B	C	D	TOT
Directorate	5	-	4	-	9	-	-	-	-	-
Informatics Planning & Administration	4	3	4	-	11	1	-	-	-	1
Quality Control	1	-	-	-	1	-	-	-	-	-
Computer Centre	6	34	47	3	90	6	18	34	-	58
Integrated Informatics Systems	17	27	162	13	219	31	4	41	4	80
Informatics Engineering	16	11	3	-	30	-	-	-	-	-
Applications Development	16	26	5	-	47	9	42	-	-	51
TOTALS	65	101	225	16	407	47	64	75	4	190

INFORMATICS CREDITS 1981 (ECU)

Art. / Post	Credits requested	Credits granted initially	Transfers from Chapter	Transfers between Articles	Credits after transfers
Chapter 21					
210	8,953,000	8,657,000	+ 129,000	+ 245,000	9,031,000
211	5,000,000	2,955,000			2,955,000
212	420,000	255,000			255,000
213	4,512,000	4,012,000	+ 524,000	- 880,000	3,656,000
214	3,100,000	2,838,000			2,838,000
215	2,400,000	595,000		+ 635,000	1,230,000
216	2,750,000	128,000			128,000
217	3,500,000	560,000	+ 12,000		572,000
TOTAL Ch. 21	30,635,000	20,000,000	+ 665,000	0	20,665,000
Chapter 22					
2200					106,000
2201					327,500
2203					235,000
2220					810,000
2221					118,000
2222					1,570,000
2223					717,000
TOTAL Ch. 22					3,883,500
Chapter 23					
2311					6,824,000
GRAND TOTAL					31,372,500

PLAN OF INTERINSTITUTIONAL COOPERATION IN THE FIELD OF INFORMATICS FOR 1982

1. Background

In 1981 the Interinstitutional Informatics Committee drew up a report for the Heads of Administration putting forward some recommendations on forms of interinstitutional cooperation on informatics. One of the seven recommendations in the report was to set up an Information and Documentation Centre on data processing policies and applications in the Community institutions.

The Centre, which would be a Commission department serving all the institutions, would have the task of keeping a detailed inventory of available resources and expertise and projects under way and of providing the information necessary for the application of interinstitutional rules on informatics. Setting up a Centre of this kind requires the full-time allocation of resources specifically to the task of cooperation and coordination.

2. Provisional plan of cooperation for 1982

As the resources necessary to set up such a Centre will not be available before 1983, the institutions have agreed on a provisional plan of cooperation for 1982, under which they have given the following three joint undertakings :

(a) Circulation of documents for information

Each institution will regularly send to the other institutions on the Committee all summary documents concerning the organization of their informatics activities or the availability of informatics services and document regarding interinstitutional recommendations.

The institutions will also inform each other of informatics budget proposals as soon as they receive the authorization.

Documents will be circulated by the secretariat once it has received a sufficient number from the institution concerned.

.....

(b) Referral of decisions for the Committee's opinion

Without prejudice to each institution's responsibility for its own management, the institutions represented on the Committee will refer all decisions which have an interinstitutional impact for the Committee's opinion.

The agenda for meetings of the Committee will include a standing item for this purpose; in urgent cases decisions may also be referred by way of a separate memorandum. The Committee will consider the decision and its opinion will be included in the annual report.

(c) Recommendations

Each institution will draw on its own experience in order to provide the Committee with working documents or reports which could serve as the basis for recommendations, especially in the areas identified in the report submitted to the Heads of Administration (e.g. application of inter-institutional rules, definition of a policy on contracts, system for exchanging services).

These documents will be discussed at Committee meetings and, if approved, will constitute recommendations which the institutions will undertake to implement.

For this purpose the representative of each institution in the Committee is responsible for obtaining the agreement of the appropriate authority in his institution and must inform the Committee formally that he has done so. The secretariat of the Committee is responsible for keeping a numbered list of the recommendations adopted.

1982 WORK PROGRAMME OF THE INTERINSTITUTIONAL INFORMATICS COMMITTEE

1. Background

The Committee was set up in October 1980 by the Heads of Administration with the task of coordinating the data-processing activities of the institutions and ensuring optimum use of their resources.

In 1981 the Committee drew up a report setting out seven concrete recommendations for strengthening interinstitutional cooperation :

- the application of interinstitutional rules for data processing;
- the definition of a policy on contracts;
- the creation of an Information and Documentation Centre on data processing policies and applications in the Community institutions;
- the project structure for interinstitutional applications and infrastructure problems;
- the system for exchanging services between the institutions;
- the simultaneous review of the informatics budgets;
- the preparation of an annual report to the budgetary authority.

The Committee's report was approved by the Heads of Administration.

2. Provisional plan of cooperation in 1982

In the absence of the necessary resources to set up the Information and Documentation Centre, the institutions have decided on a provisional plan for cooperation in 1982, involving the following :

- the regular circulation of documents;
- referring all decisions by an institution with an interinstitutional impact for the Committee's opinion;
- putting forward recommendations.

3. Work plan

The Committee plans to hold six meetings in 1982.

In line with the points set out at 1 and 2 above, the agenda for each meeting will regularly include the following three items :

.....

- referral for the Committee's opinion of all decisions taken by the institutions regarding informatics;
- the discussion of recommendations submitted by the institutions on the basis of working documents;
- a progress report on interinstitutional projects.

The institutions will draw up recommendations mainly on the following :

- the organization of distributed data processing;
- the choice of programming languagesand the technical conditions for exchanging programmes;
- standards (networks and protocols);
- systems for exchanging services between the institutions;
- drawing up specifications (including specifications for the choice of electronic office equipment);
- the presentation of the informatics budget;
- the coordination of user training.

The interinstitutional projects whose progress the Committee intends to monitor together are :

- INSIS
- CELEX
- CEDIN
- Parliamentary Questions
- SYSPERS
- the computerized production of the budget.

4. Annual and interim report

The Committee wil prepare for the Heads of Administration :

- an interim report in July, which will take stock of the position before the end of the 1983 budget procedure;
- in December, the annual report requested by the budgetary authority.

The annual report will set out the results of the work done in the six meetings and the recommendations adopted by the institutions during the course of the year and will summarize the information collected on the progress of interinstitutional projects and decisions by the institutions.

The annual report will also take stock of ideas on the plan to set up an Informatics Agency, provided that the Heads of Administration confirm this item as part of the Committee's terms of reference after reviewing the question.