EUROPEAN UNION

Interinstitutional style guide

2011

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Foreword

Since its first publication in 1993, as the Vade-mecum for editors*, the* Interinstitutional style guide *has become an indispensable tool for authors of texts from the different institutions and bodies of the European Union, in all the official languages.*

This standardisation of linguistic practices is particularly remarkable, since all the conventions and common working practices contained in this work have been elaborated by our specialists while according the greatest respect to each language's particularities.

Equally accessible on the Internet, the Interinstitutional style guide *allows for interactive dialogue between different actors, be they authors, editors, lawyer-linguists, terminologists, translators or proofreaders. The contribution that they can make to improve and update this work is now most welcome.*

I count on everyone's commitment in assuring the application of the norms established in this way. This will allow us, among other things, to continue to exploit the potentials of computer tools, in order to serve better the European citizen, the main recipient of the texts produced by our institutions and bodies.

Pierre de BOISSIEU
Chairman of the Steering Committee
of the Publications Office

NB: The text of this foreword was originally published in French.

Preface

One of the European Union's priorities and vital tasks is to disseminate information in all languages.

People are not generally aware of the scale and complexity of this task, and the ever-increasing amount and multilingual character of the documentation to be distributed, and it is only through continual development of the techniques used and constant rationalisation that the task can be accomplished each day.

The *Interinstitutional style guide* has been produced with these things in mind. This publication, continuing a process begun in 1993 with the *Vade-mecum for editors*, is the fruit of a long round of negotiations in which all the European Union institutions participate actively. Bringing about a process of linguistic standardisation with such a large number of languages appeared unachievable. Nevertheless, the outcome of this exceptional work is proving successful, since the 23 linguistic versions are available on the Office's style guide website (http://publications.europa.eu/code/).

Twenty-three language communities have established a common working environment in order to present a consistent identity of the European Union institutions to citizens. This publication demonstrates that multilingualism need not be a source of disparity as it provides a common point of reference for the different language groups, as well as the institutions, bodies and agencies, which have multiplied over recent years. It draws together linguistic resources, turning apparent disparity into a source of unity between all those involved in producing texts for the European Union.

The conclusions of the Interinstitutional Style Guide Committee should be implemented in all the institutions and the Publications Office should oversee this. Respecting the conventions set out in the style guide guarantees the image of a Europe dedicated to serving its citizens: providing a service in each of their languages while overseeing the harmony and unity of the message.

Martine REICHERTS
Director-General,
Publications Office

NB: The text of this preface was originally published in French.

References

Legal basis

Decision 69/13/Euratom, ECSC, EEC of 16 January 1969 establishing the Office for Official Publications of the European Communities (OJ L 13, 18.1.1969), repealed and last replaced by Decision 2009/496/EC, Euratom of the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee and the Committee of the Regions of 26 June 2009 on the organisation and operation of the Publications Office of the European Union (OJ L 168, 30.6.2009, p. 41):

'*Article 1*

The task of the Publications Office of the European Union, which is an interinstitutional office, shall be to publish the publications of the institutions of the European Communities and the European Union under optimum conditions.'

*

The Consultative Committee on Publications of the Commission has defined a publication as 'a duplicated text, intended mainly for external use, the production of which constitutes a budgetary expense'.

The Publications Office is required, among other tasks:

(i) to standardise formats;

(ii) to harmonise the presentation of publications.

NB: According the the abovementioned decision, the name 'Office for Official Publications of the European Communities' has been changed to 'Publications Office of the European Union', with effect from 1 July 2009.

Mandate

The style guide is governed by the following entities:

— the **Interinstitutional Committee**, designated by the Board, comprising general representatives from the following institutions: European Parliament, Council of the European Union, European Commission, Court of Justice of the European Union, European Court of Auditors, European Economic and Social Committee, Committee of the Regions of the European Union, European Central Bank;

— the **general coordination section for the style guide**, based at the Publications Office;

— the **interinstitutional linguistic groups** (one per language), whose representatives are appointed by members of the Interinstitutional Committee.

The role of the Interinstitutional Committee is, primarily, to appoint official representatives to participate directly in the work of the linguistic groups. The committee can act as an arbitrator in the case of a major problem.

The general coordination section is responsible for the overall management procedure: organising the work, ensuring the coherence of decisions taken in the different groups, updating and developing the process. This section is also responsible for overall management of the style guide website and participates directly in its development.

The linguistic groups are responsible for the development and follow-up of their respective language versions, with guidance from the general coordination section. The Publications Office representatives in the groups coordinate the work and relay information back to the general coordination section. The groups comprise representatives from the various linguistic entities of the institutions: lawyer-linguists, translators, terminologists, proofreaders, etc.

Furthermore, various decision-making bodies, notably, in the Commission, the Secretariat-General, the protocol service and the services in charge of external relations, are consulted regularly according to the subject being dealt with. Close contact is also maintained with various international organisations, particularly with regard to standardisation (ISO).

Contents

Foreword 1

Preface 3

References (legal basis and mandate) 5

Introduction 11

Part One — Official Journal 13

Preamble 15

1. Structure of the Official Journal 21

1.1. General structure 21

1.2. L series 23

1.2.1. Classification of acts 23

1.2.2. Numbering of acts 24

1.2.3. Contents 26

1.3. C series 32

1.3.1. Classification of documents 32

1.3.2. Numbering of documents 33

1.3.3. Contents 34

2. Structure of a legal act 37

2.1. Title 37

2.2. Citations and recitals (preamble) 38

2.3. Articles (enacting terms) 40

2.4. Compulsory character of regulations (concluding formula) 41

2.5. Concluding formulas (place, date and signature) 41

2.6. Annexes 43

2.7. Subdivisions of acts 44

3. Rules on drafting documents 45

3.1. References to the Official Journal 45

3.2. Titles and references to an act 46

3.2.1. Titles 46

3.2.2. Referring to other acts 47

3.2.3. References to subdivisions of an act 51

3.2.4. References to amendments to an act 51

3.3. Amending articles 52

3.4. Order of citation 54

3.4.1. Order of the Treaties 54

3.4.2. Order of publication 55

3.4.3. Countries 55

3.4.4. Languages and multilingual texts 56

3.4.5. Currencies 56

3.5. Lists 56

3.5.1. Listed points — punctuation 56

3.5.2. Listing of acts 57

3.6. Definition of an expression or a word **57**
3.7. Agreements and protocols **57**

Summary tables **58**

Part Two — General publications **65**

4. Document preparation and identifiers **67**
4.1. Authors, authorising departments, Publications Office and printshops **67**
4.1.1. Authors and the Publications Office 67
4.1.2. Project management at the Publications Office 68
4.1.3. Proofreading at the Publications Office 68
4.2. Original documents (manuscripts) **70**
4.2.1. Principle of a production chain 70
4.2.2. Logical structure of documents 71
4.2.3. Text preparation 72
4.2.4. Camera-ready documents 74
4.3. Publication types **75**
4.3.1. Monographs 75
4.3.2. Continuing resources 75
4.3.3. Combined serial publications and monographs 76
4.4. Identifiers **76**
4.4.1. International standard book number (ISBN) 76
4.4.2. International standard serial number (ISSN) 78
4.4.3. Digital object identifier (DOI) 80
4.4.4. Catalogue number 80

5. Structure of a publication **81**
5.1. Cover **81**
5.1.1. Components 81
5.1.2. Use of colour on covers 84
5.2. Title page **84**
5.3. Verso of the title page **85**
5.3.1. Components 85
5.3.2. Copyright 87
5.3.3. Legal notice (disclaimer formula) 88
5.3.4. Note relating to the type of paper 89
5.4. Cataloguing data **89**
5.5. Preliminary pages and end-matter **90**
5.5.1. Dedication 90
5.5.2. Foreword, preface and introduction 91
5.5.3. Contents 91
5.5.4. Bibliographies 91
5.5.5. Index 92
5.6. Divisions of the text **93**
5.7. Listed points **95**
5.8. Emphasis **96**
5.9. References **96**
5.10. Quotations **100**
5.11. Illustrations **100**
5.12. Tables **102**

Part Three — Conventions common to all languages 103

6. Typographic instructions and revision of the text 105
6.1. Reading the manuscript 105
6.2. Reading electronic manuscripts 105
6.3. Proof-correction marks 105
6.4. Word-processor punctuation marks and spacing 107
6.5. Punctuation in figures 108

7. Countries, languages, currencies and their abbreviations 109
7.1. Countries 109
7.1.1. Designations and abbreviations to use 109
7.1.2. Country listing order 111
7.2. Languages 114
7.2.1. Order of language versions and ISO codes (multilingual texts) 114
7.2.2. Listing languages in text (unilingual texts) 115
7.2.3. Indication of languages published 116
7.2.4. Rules governing the languages in the institutions 116
7.3. Currencies 117
7.3.1. The euro and the cent 117
7.3.2. Order of the currencies and ISO codes 118
7.3.3. Rules for expressing monetary units 119

8. Footnotes and their references 123
8.1. Footnote references 123
8.2. Order of footnotes 123

9. Other conventions 125
9.1. Addresses 125
9.1.1. Addresses: general principles 125
9.1.2. Addresses in unilingual documents 126
9.1.3. Addresses in multilingual documents 128
9.1.4. Addresses in the Member States: presentation and examples 129
9.1.5. Addresses in the Member States: specific characteristics 132
9.2. Electronic addresses 133
9.3. Telephone numbers 134
9.4. Citation of works and references to the Official Journal 135
9.5. Administrative structure of the European Union: official titles and listing order 136
9.5.1. Institutions and bodies 136
9.5.2. Interinstitutional services 137
9.5.3. Decentralised organisations (agencies) 138
9.5.4. Executive agencies 139
9.5.5. Euratom agencies and bodies 140
9.5.6. Other organisations 140
9.6. Commission directorates-general and services: official titles 141

Part Four — Publications in English 143

10. House rules for the preparation of the text 145

10.1. Punctuation 145

10.1.1. Full stop 145
10.1.2. Semicolon 145
10.1.3. Colon 145
10.1.4. Parentheses 145
10.1.5. Square brackets 145
10.1.6. Quotation marks 146
10.1.7. Dash 146
10.1.8. Ellipsis 146
10.1.9. Solidus 146
10.1.10. Hyphen 146
10.1.11. Question mark 147
10.1.12. Exclamation mark 147
10.1.13. Apostrophe 147

10.2. Verbs 148

10.2.1. Singular or plural 148
10.2.2. Verb forms 148

10.3. Spelling 149

10.3.1. Tricky plurals 149
10.3.2. Interference effects 150

10.4. Capitals and lower case 150

10.5. Numbers, dates and time 152

10.6. Italics 153

10.7. Abbreviations, contractions, symbols and acronyms 153

10.8. Miscellaneous 154

11. Reference works 155

Annexes 157

Annex A1 — Graphics guide to the European emblem 159

Annex A2 — Emblems 165

Annex A3 — Abbreviations, symbols and contractions in common use 173

Annex A4 — Main acronyms and abbreviations 177

Annex A5 — List of countries, territories and currencies 189

Annex A6 — Country and territory codes 205

Annex A7 — Currency codes 211

Annex A8 — Language codes (European Union) 217

Annex A9 — Institutions, bodies, interinstitutional services and organisations: multilingual list 219

Annex C — Miscellaneous 259

Index 261

Introduction

Originally published in 1997 in 11 languages, then extended to 23, this guide now represents an achievement in linguistic harmonisation unique in its field. It is intended to serve as a reference tool for written works for all European Union institutions, bodies and organisations.

Its development required the establishment of an interinstitutional steering committee, which designated representatives for each institution and for each language, working under the leadership of a coordinating group based at the Publications Office.

The effort of harmonising sometimes divergent practices is carried out taking into account the multilingual perspective of the institutions, which requires texts in all official languages to be comparable while retaining the specific character of each language.

Part One assembles the rules for strict application in editing the acts published in the Official Journal while Part Two gives the main technical and editorial norms for general publications. As well as being in agreement with the individual language rules indicated in Part Four, the 23 groups have concluded unique working conventions for all languages; these are indicated in Part Three of the guide, which serves as a base providing for augmentation of the harmonisation process between all languages and all institutions

The uniform conventions retained in the guide prevail over any other solution proposed elsewhere or used previously; they must be applied at all stages of the written work.

Finally, the present work is intended, above all, to encourage the dynamic interaction of all users as it undergoes a process of continual update. Its authors, therefore, call for the active contribution of all readers by communicating useful information, signalling any error or omission, or sending suggestions to the following service:

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Part One

Official Journal

Part One describes the practice and presentation for publication in the Official Journal. It should be read together with Parts Three and Four and the annexes, which also apply to texts published in the Official Journal.

This Part was completely revised and updated in 2011 and contains modifications introduced following the entry into force of the Lisbon Treaty. Not all questions have, however, been answered, as practice under the new Treaty is still relatively new.

Preamble

History

1952

Following the entry into force of the ECSC Treaty, an official journal is created for the publication of notices, decisions, etc.
The Official Journal is published for the first time on 30 December.
From 1952 to 19 April 1958, its title is equivalent to *Official Journal of the European Coal and Steel Community*, the official languages being Dutch, French, German and Italian.

1958

Following the entry into force of two additional treaties, the EEC Treaty and the Euratom Treaty, the title of the Official Journal is modified, becoming the *Official Journal of the European Communities.*
The new Official Journal is published for the first time on 20 April.

1968

The L (*Legislation*) and C (*Information and Notices*) series are created in January.
The first issue of the L series is published on 3 January.
The first issue of the C series is published on 12 January.

1978

The S series (*Supplement to the Official Journal of the European Communities*) is created for the publication of public procurement notices; it is first published on 7 January.
Calls for tender and European Development Fund notices were previously published in the L series (until the end of 1974) and in the C series (until the end of 1977) respectively.

1981

The CELEX database — an interinstitutional automated multilingual documentation system for Community law — becomes available to the public.
Distributed through the Commission, CELEX is available online and on magnetic tape.

1986

The S series becomes available in electronic form (tenders electronic daily (TED) database).

1987

The L and C series become available in microfiche form.

1992

In October, the management of CELEX is transferred from the Commission to the Publications Office.

1997

The S series becomes available on CD-ROM.

1998

The L and C series become available on the EUR-Lex site on the Internet.
As of 1 July, the S series is no longer published in a paper version but only in CD-ROM form and on the Internet (TED database).

1999

As of 31 August the new C … E series is published in electronic form (E = electronic).

2001

The L and C series become available on CD-ROM.

2002

Access to EUR-Lex becomes free of charge from 1 January.

2003

As of 1 February, the Official Journal is renamed *Official Journal of the European Union* (Treaty of Nice).

2004

As of 1 May, the Official Journal is published in 20 languages due to enlargement. Under Council Regulation (EC) No 930/2004, an exception is made for the Maltese edition of the OJ: for three years (1.5.2004 to 30.4.2007) the institutions are only obliged to publish in Maltese the regulations adopted jointly by the European Parliament and the Council.
The colour strip on the spine of the cover of the OJ is removed as of 1 May and the language versions are identified by an ISO code on the cover.
As of 1 May, the CELEX and EUR-Lex databases are loaded with all 20 languages.
The last paper edition of the *Directory of Community legislation in force* is published in July. Thereafter, the Directory is to be found in EUR-Lex.
As of 1 November, the entries of the CELEX database are integrated into the EUR-Lex database and as of 31 December CELEX is no longer updated.

2007

As of 1 January, the Official Journal is published in 23 languages following the accession of Bulgaria and Romania, and the decision to publish secondary legislation in Irish. However, an exception similar to that concerning Maltese applies for the Irish edition: for five years (1.1.2007 to 31.12.2011, date extended by Council Regulation (EU) No 1257/2010 until 31.12.2016), the institutions are only obliged to publish in Irish regulations adopted jointly by the European Parliament and the Council (Council Regulation (EC) No 920/2005).
On 1 January a new structure for the classification of acts published in the Official Journal is implemented.

2009

As of 1 December, the date the Treaty of Lisbon entered into force, a temporary L V section is added to the OJ , entitled ‘Acts adopted from 1 December 2009 under the Treaty on European Union, the Treaty on the Functioning of the European Union and the Euratom Treaty’. This section was later removed on 31 December 2009.

2010

As of 1 January, a new structure for the classification of the acts published in the OJ is introduced, reflecting the changes made by the Treaty of Lisbon.

Author services of the institutions, bodies, offices and agencies

The full list of institutions, bodies, offices and agencies can be found in Section 9.5).

European Parliament (Brussels, Luxembourg, Strasbourg)

Texts are sent by various departments.

European Council (Brussels)

Texts are sent by the General Secretariat of the Council of the European Union.

Council of the European Union (Brussels)

Texts are sent by the General Secretariat.

European Commission (Brussels, Luxembourg)

The Secretariat-General is responsible for sending Commission texts to be published in the Official Journal, namely, binding legal acts (L series), Commission proposals, information and notices (C series), and notices of calls for tender and European Development Fund notices (S series).

Court of Justice of the European Union (Luxembourg)

The registry of the Court of Justice is responsible for providing the texts.

European Central Bank (Frankfurt am Main)

Texts are sent by the Directorate-General Secretariat and Language Services or by the Directorate-General Legal Services.

European Court of Auditors (Luxembourg)

The ‘Communication and reports’ Unit is responsible for sending texts.

High Representative of the Union for Foreign Affairs and Security Policy (Brussels)

Texts are sent by the General Secretariat of the Council of the European Union.

European Economic and Social Committee (Brussels)

Texts are sent by the registry.

Committee of the Regions of the European Union (Brussels)

Texts from the various units are sent by the registry.

European Investment Bank (Luxembourg)

Texts are provided by the various authors.

European Ombudsman (Strasbourg) **and European Data Protection Supervisor** (Brussels)

Texts are provided by the various authors.

Offices and agencies

For the list of offices and agencies, see Sections 9.5.3 to 9.5.6.

For a multilingual list of the institutions, bodies, interinstitutional services, agencies and other organisations, see Annex A9.

LegisWrite

LegisWrite is a computer tool for the creation, revision and exchange between the institutions of official documents, whether or not they are of a legal nature. It standardises the structure and presentation of texts.

More information may be obtained from the LegisWrite website, which is accessible to Commission staff (http://myintracomm.ec.europa.eu/serv/en/digit/doc_mgt/Legiswrite/Pages/index.aspx) and to the staff of other institutions, bodies, offices and agencies (http://myintracomm.cec.eu-admin.net/serv/en/digit/doc_mgt/Legiswrite/Pages/index.aspx).

Reference works

The main reference works for texts to be published in the Official Journal are:

(a) for spelling problems and matters of a linguistic nature:

— *Concise Oxford English Dictionary* (Oxford University Press),

— *Butcher's copy-editing — The Cambridge handbook for editors, copy-editors and proofreaders* (Cambridge University Press),

— *the New Oxford Dictionary for Writers and Editors* (Oxford University Press),

— *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford University Press),

— *English style guide* (European Commission, Directorate-General for Translation),

— *Fowler's modern English usage* (Oxford University Press),

(b) for matters concerning legislative drafting:

— *Joint Practical Guide for the drafting of Community legislation,*

— *Manual of precedents for acts established within the Council of the European Union* (Council),

— *Legislative drafting — a Commission manual* (*),

(c) for acronyms and abbreviations:

— IATE (a terminology database system for the collection, dissemination and shared management of terminology between the institutions, agencies and other bodies of the European Union),

(d) for checking the titles, contents, last amendments etc. of acts:

— EUR-Lex (provides direct and free access to European Union law. The OJ can be consulted, as well as the treaties, legislation, case-law and legislative proposals),

(e) for proofreading Official Journal print proofs (layout rules, typographical instructions etc.):

— *Visual Guide — Official Journal typographical rules*.

Moreover, certain editions of the Official Journal serve as standing references in areas such as agriculture, fisheries, trade agreements, the Combined Nomenclature, agreements with third countries, etc.

(*) Internal link/working document for staff of the European institutions.

1. Structure of the Official Journal

1.1. General structure

The *Official Journal of the European Union* consists of three series:

— L series: *Legislation*,

— C series: *Information and Notices*,

— S series: *Supplement to the Official Journal of the European Union.*

Official Journals of the L and C series are published daily.

In addition, separate issues may be published because of the size, urgency or importance of particular texts.

(a)

L series

The L series covers the following sections:

— legislative acts (L I),

— non-legislative acts (L II),

— other acts (L III),

— acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty (L IV) (*temporary section*),

— corrigenda.

See also Section 1.2 ‘L series’.

(b)

C series

The C series covers the following sections:

— resolutions, recommendations and opinions (C I),

— information (C II),

— preparatory acts (C III),

— notices (C IV),

— announcements (C V),

— corrigenda.

See also Section 1.3 ‘C series’.

The C series is supplemented by the C … A and C … E series. The ellipses represent the daily C series edition number of the same day.

— C … A series (A = Annex)
This series is reserved for the publication of open competitions, vacancy notices and common catalogues (varieties of agricultural species, etc.).

— C … E series (E = electronic)
This series is reserved for the publication of certain texts, such as Council positions under the ordinary legislative procedure or minutes and texts adopted by the European Parliament. They are available on the EUR-Lex site and on the monthly DVD.

OJ C 137, 27.5.2010

OJ C 137 A, 27.5.2010

OJ C 137 E, 27.5.2010

Given the number of different acts published in the C series, there is a greater variety of form (typographical presentations) than in the L series, but the rules to be complied with are the same for both.

(c)

S series

The S series (S = supplement) is for the publication of calls for tender for public contracts, as well as notices from the European Development Fund and other institutions, bodies, offices and agencies. It is available on the Internet (TED database) and on DVD.

1.2. L series

1.2.1. Classification of acts

The sections and subsections are listed in order below (a more complete list is available on the EUR-Lex website and in the *Visual Guide — Official Journal typographical rules*).

Official Journal — L series

L I — Legislative acts

— Regulations

— Directives

— Decisions

— Budgets

L II — Non-legislative acts

— International agreements

— Regulations

— Directives

— Decisions ([1])

— Recommendations

— Guidelines

— Rules of procedure

— Acts adopted by bodies created by international agreements

L III — Other acts

— European Economic Area

L IV — Acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty

([1]) Decisions are to be published in the following order: Decisions of the Representatives of the Governments of the Member States; Decisions of the European Parliament; Decisions of the European Council; Decisions of the European Parliament and of the Council; Council Decisions based directly on the Treaties; Implementing Decisions of the Council; Commission Decisions based directly on the Treaties; Delegated Decisions of the Commission; Implementing Decisions of the Commission; Decisions of the European Central Bank.

Sections

Acts published in the L series of the Official Journal are divided into various sections.

L I — Legislative acts

This section covers ‘legislative acts’ (within the meaning of the Treaty on the Functioning of the European Union (TFEU)): regulations, directives and decisions which are adopted:

— by ‘the ordinary legislative procedure’ (joint adoption by the European Parliament and the Council),

— by ‘a special legislative procedure’ (adoption by the Council with the participation of the European Parliament or adoption by the Parliament with the participation of the Council).

L I also covers the European Union’s budget (as well as any related amending budgets), as it is adopted according to a special legislative procedure.

L II — Non-legislative acts

This section covers ‘non-legislative acts’ within the meaning of the Treaty on the Functioning of the European Union: regulations, directives and decisions which are not adopted by legislative procedure (delegated acts (Article 290) and implementing acts (Article 291) and acts based directly on the Treaties (acts relating to agreements, CFSP decisions, etc.)), as well as other acts, such as recommendations and guidelines.

L III — Other acts

This section groups together the ‘other acts’, such as those of the European Economic Area.

L IV — Acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty

This temporary section includes acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty.

Classification

Within each section, acts are classified according to two criteria:

(a) according to their type (regulation; directive; decision);

(b) then, if necessary, according to the order of publication of the originating institutions (based on protocol order, see Section 3.4.2): European Parliament, European Council, European Parliament and the Council, Council, European Commission, Court of Justice of the European Union, European Central Bank, Court of Auditors, …

1.2.2. Numbering of acts

The Publications Office provides the numbering (except in the case of directives, which have been numbered by the General Secretariat of the Council since 1 January 1992).

Numbering

The number of an act is made up of three parts:

— the sequential number,

— a reference to the year of publication, or year of adoption in the case of Directives,

— one of the following, ‘EU’ for the European Union, ‘Euratom’ for the European Atomic Energy Community, ‘EU, Euratom’ for the European Union and the European Atomic Energy Community, ‘CFSP’ for the common foreign and security policy:

Decision No 862/2010/EU

Regulation (EU, Euratom) No 1296/2009

Decision 2010/1/EU

Decision 2010/212/CFSP

NB: The abbreviations have changed over the years as new treaties and amendments to the Treaties have been adopted:

— Before 1993: the abbreviations used are 'EEC', 'ECSC', 'Euratom'.

— As of 1 November 1993 (date of entry into force of the Treaty of Maastricht): 'EEC' becomes 'EC'. The abbreviations 'JHA' are added (for Justice and Home Affairs), 'CFSP' (for the common foreign and security policy) and 'CMS' (for conventions signed between Member States).

— Since 24 July 2002 (the date on which the ECSC Treaty expired), 'ECSC' is no longer used.

— On 1 December 2009, following the entry into force of the Lisbon Treaty, the abbreviation 'EU' is introduced. The abbreviation 'EC' is no longer used. Amongst the abbreviations created following the entry into force of the Treaty on European Union, 'CFSP' is maintained, whereas 'JHA' and 'CMS' are no longer used.

General principles

In the numbering of acts, two general principles are followed:

(a) when the sequential number precedes the year, the abbreviation 'No' is used:

Commission Regulation (EU) No 16/2010

Decision No 284/2010/EU of the European Parliament and of the Council

However, when the year precedes the sequential number, the abbreviation 'No' is not used:

Commission Decision 2010/300/EU

(b) the year comprises four digits (two before 1 January 1999):

Commission Regulation (EC) No 23/1999

Council Decision 2010/294/EU

Council Regulation (EC) No 2820/98

Double numbering

Certain acts may have two numbers:

— the sequential number (for example, '2011/23/EU') assigned by the Publications Office,

— a number assigned by the author (for example, 'No 1/2010', 'No 110', 'ECB/2010/34', 'BiH/17/2011' etc.).

This is the case with European Central Bank acts, decisions of the various Councils and committees created by international agreements (such as, for example, the ACP-EU Committee of Ambassadors).

NB: Currently, the following rules apply when acts of the ECB are quoted:

— regulations are quoted with the number assigned by the author at the end and between parentheses:

Having regard to Regulation (EC) No 1745/2003 of the European Central Bank of 12 September 2003 on the application of minimum reserves (ECB/2003/9) ([1]),

— decisions, guidelines and recommendations are cited only with the number assigned by the author:

Eesti Pank has already paid up part of its share in the ECB's subscribed capital, pursuant to Article 1 of Decision ECB/2010/28 of 13 December 2010 on the paying-up of the European Central Bank's capital by the non-euro area national central banks ([1])

Having regard to Recommendation ECB/2010/6 of the European Central Bank of 1 July 2010 to the Council of the European Union on the external auditors of Národná banka Slovenska ([1]),

Numbering assigned by the author

Acts relating to the European Economic Area (EEA) and regulations of the United Nations Economic Commission for Europe (ECE-UN) only have a number assigned by the author:

Decision of the EEA Joint Committee No 58/2010

Regulation No 23 of the United Nations Economic Commission for Europe (UN/ECE)

Unnumbered acts and other texts

Some acts and other texts are not numbered, such as:

— primary legislation (treaties, acts of accession),

— international acts (for example agreements, conventions, protocols and additional protocols attached to a decision),

— information pertaining to the date of entry into force of an agreement or a primary act (this is the only information published in the L series),

— rules of procedure and practical instructions relating to direct appeals to the Court of Justice,

— resolutions of the European Parliament on discharge in respect of the implementation of the budget,

— corrigenda.

1.2.3. Contents

(a)

L I — Legislative acts

(a) Regulations

This section covers regulations adopted either jointly by the European Parliament and the Council (ordinary legislative procedure), or individually by one of the two institutions, with the participation of the other institution (special legislative procedure):

Regulation (EU) No 265/2010 of the European Parliament and of the Council

Numbering

These acts are numbered as follows: abbreviation (in parentheses), followed by the sequential number and the year:

Regulation (EU) No 641/2010

NB: The numbering of regulations has evolved over time. The various stages are:

— from 1952 to 31 December 1962:
Regulation No 17

— from 1 January 1963 to 31 December 1967 (the reference to the relevant treaty(ies) and the year are added to the number):
Regulation No 1009/67/EEC

— from 1 January 1968 (the position of the treaty reference is changed):
Regulation (EEC) No 1470/68
Regulation (ECSC, EEC, Euratom) No 300/76

— from 1 November 1993 (the abbreviation ‘EEC’ becomes ‘EC’ following the entry into force of the Treaty on European Union (Maastricht Treaty)):
Regulation (EC) No 3031/93

— from 1 January 1999, the year is expressed in four digits:
Regulation (EC) No 2729/1999

— from 1 December 2009 (the abbreviation ‘EU’ is used):
Regulation (EU) No 1178/2009

(b) Directives

This section covers directives adopted either jointly by the European Parliament and the Council (ordinary legislative procedure), or individually by the Council with the participation of the European Parliament (special legislative procedure):

Directive 2010/13/EU of the European Parliament and of the Council

Council Directive 2010/24/EU

Numbering

These acts are numbered as follows: the year, followed by the sequential number and the abbreviation:

Council Directive 2010/12/EU

These numbers are assigned by the General Secretariat of the Council. The number is assigned following adoption, unlike all other acts, which receive a number assigned by the Publications Office at the time of publication.

NB: Some older directives have an ordinal number in the title:

First Council Directive 73/239/EEC

(c) Decisions

This section covers decisions adopted either jointly by the European Parliament and the Council (ordinary legislative procedure), or individually by the Council, with the participation of the European Parliament (special legislative procedure):

Decision No 284/2010/EU of the European Parliament and of the Council

Numbering

These acts are numbered as follows: sequential number, followed by the year and the abbreviation:

Decision No 477/2010/EU of the European Parliament and of the Council

The sequential number precedes the year (whereas it is the opposite for non-legislative decisions: Council Decision 2010/294/EU).

Moreover, decisions adopted in accordance with a legislative procedure are assigned numbers from the same series as both legislative and non-legislative regulations (Decision No 646/2010/EU of the European Parliament and of the Council …, Council Regulation (Euratom) No 647/2010).

(d) Budgets

General budgets and amending budgets of the European Union, preceded by an act definitively adopting them, are published under this heading:

Definitive adoption of the European Union's general budget for the financial year 2010

Definitive adoption of the European Union's amending budget No 1 for the financial year 2010

NB: Before 1 December 2009, the general budget of the European Union was published under Section L II, with the title 'Final adoption of the general budget of the European Union'. Moreover, the statements of revenue and expenditure of the agencies which were published in the L series are now to be found in the C series.

Numbering

The definitive adoption of the general budget and of the amending budgets have a sequential number in the table of contents and on the title page (for example, '2010/117/EU, Euratom').

The general budget itself does not carry any number, whereas amending budgets comprise a number assigned by the author ('European Union's amending budget No 2 for the financial year 2010').

(b)

L II — Non-legislative acts

(a) International agreements

This section covers:

— decisions relating to an agreement, and to which the text of the agreement is attached,

— decisions relating to an agreement, and to which the text of the agreement is not attached,

— information relating to the entry into force of agreements:

> Council Decision 2010/412/EU of 13 July 2010 on the conclusion of the Agreement between the European Union and the United States of America on the processing and transfer of Financial Messaging Data from the European Union to the United States for the purposes of the Terrorist Finance Tracking Program
>
> Agreement between the European Union and the United States of America on the processing and transfer of Financial Messaging Data from the European Union to the United States for the purposes of the Terrorist Finance Tracking Program
>
> Council Decision 2010/616/EU of 7 October 2010 on the conclusion of the Agreement between the European Union and Japan on mutual legal assistance in criminal matters
>
> Protocol extending to customs security measures the Agreement in the form of an Exchange of Letters between the European Economic Community and the Principality of Andorra
>
> Information relating to the entry into force of the Agreement between the European Community and Barbados on the short-stay visa waiver

'International Agreements' in this context include agreements concluded by the European Union and/or the European Atomic Energy Community, conventions signed by the Member States, agreements, conventions and protocols established by the Representatives of the Governments of the Member States meeting within the Council, internal agreements between Representatives of the Governments of the Member States meeting within the Council, agreements in the form of Exchanges of Letters, etc.

Numbering

Agreements, as defined above, do not have a number.

(b) Regulations

This section covers certain Council regulations (regulations based directly on the Treaties and implementing regulations), Commission regulations (regulations based directly on the Treaties, implementing and delegated regulations) and regulations of the European Central Bank:

> Council Regulation (EU) No 7/2010
>
> Council Implementing Regulation (EU) No 270/2010
>
> Commission Delegated Regulation (EU) No 1062/2010
>
> Regulation (EC) No 674/2010 of the European Central Bank (ECB/2010/7)

Numbering

These acts are numbered as follows: abbreviation (in parentheses), followed by the sequential number and the year.

(c) Directives

This section covers certain Council directives (directives based directly on the Treaties and implementing directives) and Commission directives (directives based directly on the Treaties, implementing and delegated directives):

Council Directive 2010/18/EU

Numbering

These acts are numbered as follows: year, followed by the sequential number and the abbreviation.

(d) Decisions

The decisions published under this section are:

— decisions of the Representatives of the Governments of the Member States, decisions of the Council and the Representatives of the Governments of the Member States and decisions taken by common accord between the Representatives of the Governments of the Member States: :

Decision 2010/400/EU of the Representatives of the Governments of the Member States of the European Union

Decision 2010/465/EU of the Council and the Representatives of the Governments of the Member States of the European Union, meeting within the Council of 24 June 2010 on the signing and provisional application of the Protocol to Amend the Air Transport Agreement between the United States of America, of the one part, and the European Community and its Member States, of the other part

Decision 2010/349/UE taken by common accord between the Representatives of the Governments of the Member States

— certain decisions of the European Parliament:

Decision 2010/86/EU, Euratom of the European Parliament

— decisions of the European Council:

European Council Decision 2010/594/EU

— certain decisions of the European Parliament and of the Council:

Decision 2010/340/EU of the European Parliament and of the Council

— certain Council decisions (decisions based directly on the Treaties, including CFSP decisions, and implementing decisions):

Council Decision 2010/73/EU

Council Implementing Decision 2010/99/EU

Council Decision 2010/199/CFSP

— Commission decisions (decisions based directly on the Treaties, delegated and implementing decisions):

Commission Decision 2010/269/EU

— European Central Bank decisions:

Decision ECB/2010/17 of the European Central Bank

NB: Before 1 December 2009, there were two types of decision (for which certain languages used different terms): on the one hand, decisions which comprised an article mentioning the addressee(s) at the end of the enacting terms and a notification number in the title; on the other hand, *sui generis* decisions whose enacting terms were introduced by ‘has/have decided as follows’ (and not ‘has/have adopted the present decision’). This distinction lapsed with the entry into force of the Lisbon Treaty.
However, in certain cases, decisions without an addressee are used in the same way as with *sui generis* decisions.

Numbering (decisions, recommendations and guidelines)

These acts are numbered as follows: year, followed by the sequential number and the abbreviation (for example, '2010/361/EU').

ECB texts, which are also assigned a number by the institution ('BCE/2010/5'), are published with two numbers (see Section 1.2.2 'Double numbering').

(e) Recommendations

This section covers Council recommendations pursuant to Articles 121, 126, 140 and 292 of the Treaty on the Functioning of the European Union, Commission recommendations (Article 292) and recommendations of the European Central Bank (Article 292):

Council Recommendation 2010/190/EU

Commission Recommendation 2010/379/EU

Other recommendations are published in the C series.

Numbering

See above 'Numbering (decisions, recommendations and guidelines)'.

(f) Guidelines

This section covers guidelines of the European Central Bank:

Guideline ECB/2010/1 of the European Central Bank

Numbering

See above 'Numbering (decisions, recommendations and guidelines)'.

(g) Rules of procedure

This concerns the rules of procedure of the institutions and bodies; the rules of procedure of the offices and agencies are published in the C series.

Rules of Procedure of the Committee of the Regions

Amendment to the Rules of Procedure of the General Court

Amendments to the Instructions to the Registrar of the General Court

Where the rules of procedure are annexed to an act, they are published in the same section as the act:

Commission Decision 2010/138/EU, Euratom of 24 February 2010 amending its Rules of Procedure

Numbering

Rules of procedure are not numbered.

(h) Acts adopted by bodies created by international agreements

This section covers decisions of bodies created by international agreements, as well as the regulations of the United Nations Economic Commission for Europe (UN/ECE).

Decision No 2/2010 of the ACP-EU Committee of Ambassadors of 19 March 2010 on the appointment of the Director of the Technical Centre for Agricultural and Rural Cooperation (CTA)

Decision No 1/2010 of the Joint Community/Switzerland Air Transport Committee set up under the Agreement between the European Community and the Swiss Confederation on Air Transport of 7 April 2010 replacing the Annex to the Agreement between the European Community and the Swiss Confederation on Air Transport

Regulation No 28 of the Economic Commission for Europe of the United Nations (UN/ECE) — Uniform provisions concerning the approval of audible warning devices and of motor vehicles with regard to their audible signals

Numbering

These acts, with the exception of regulations of the United Nations Economic Commission for Europe (UN/ECE), have two numbers (see also Section 1.2.2 'Double numbering').

(c)

L III — Other acts

European Economic Area

This section covers acts adopted within the framework of the European Economic Area (EEA) and the European Free Trade Association (EFTA), as well as the rules of procedure of the EFTA Court:

— decisions adopted within the framework of the European Economic Area (EEA):

Decision of the EEA Joint Committee No 38/2010

— acts adopted within the framework of the European Free Trade Association (EFTA):

Decision of the EFTA Surveillance Authority No 02/10/COL

Decision of the Standing Committee of the EFTA States No 1/2010/SC

Numbering

These acts are numbered by the author only.

In acts originating from the EFTA Surveillance Authority, the year mentioned in the number of the act comprises only two digits: 302/08/COL ('COL' being the College of the Surveillance Authority).

L IV — Acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty

This section is temporarily maintained for the publication of acts adopted before 1 December 2009, under the EC Treaty, the EU Treaty and the Euratom Treaty.

Council Decision 2010/16/CFSP/JHA of 30 November 2009 on the signing, on behalf of the European Union, of the Agreement between the European Union and the United States of America on the processing and transfer of Financial Messaging Data from the European Union to the United States for purposes of the Terrorist Finance Tracking Program

Corrigenda

Corrigenda always come last in the Official Journal, since they may appear only in certain linguistic versions and they may differ in length and content from one language version to another. This is the only section of the Official Journal which is not synoptic. They are not numbered:

Corrigendum to Commission Regulation (EC) No 555/2008 of 27 June 2008 laying down detailed rules for implementing Council Regulation (EC) No 479/2008 on the common organisation of the market in wine as regards support programmes, trade with third countries, production potential and on controls in the wine sector

1.3. C series

1.3.1. Classification of documents

The C series covers a wide variety of documents. Here is a non-exhaustive list of acts published under the various sections of the C series of the OJ (a more complete list is available in the *Visual Guide — Official Journal typographical rules*).

Official Journal — C series

C I — Resolutions, recommendations and opinions

— Resolutions

— Recommendations

— Opinions

C II — Information

— Interinstitutional agreements

— Joint Declarations

— Information from European Union institutions, bodies, offices and agencies

C III — Preparatory acts

— Member States' initiatives

— European Parliament

— Council

— European Commission

— Court of Justice of the European Union

— European Central Bank

— Court of Auditors

— High Representative of the Union for Foreign Affairs and Security Policy

— European Economic and Social Committee

— Committee of the Regions

— European Investment Bank

— European Union offices and agencies

C IV — Notices

— Notices from European Union institutions, bodies, offices and agencies

— Notices from Member States

— Notices concerning the European Economic Area (*first those from the institutions, then those from the Member States*)

— Notices from third countries

C V — Announcements

— Administrative procedures

— Court proceedings

— Procedures relating to the implementation of the common commercial policy

— Procedures relating to the implementation of competition policy

— Other acts

1.3.2. Numbering of documents

Notice number

The titles of documents published in the C series are assigned a notice number by the Publications Office. The number consists of:

(a) the year of publication:

  (i) since 1 January 1999, all four digits,

  (ii) up to 31 December 1998, the last two digits,

(b) the Official Journal number,

(c) a number indicating the order of publication in the Official Journal.

98/C 45/01

2010/C 2/08

This number is placed under the title, centred and between parentheses. In the table of contents this number appears in the left-hand margin, without parentheses.

Special numbering

Certain documents contain their own numbering in the title:

— positions of the Council under the ordinary legislative procedure:

Position (EU) No 11/2010 of the Council at first reading

NB: Under the codecision procedure, there used to be 'Common Positions of the Council':

Common Position (EC) No 14/2005 of the Council

— State aid:

State Aid C 32/09

NB: Take care with numbering: C 55/99, C 55/2000 (four digits for the year 2000), C 55/01 …

— cases of the Court of Justice, of the General Court and of the Civil Service Tribunal:

Case C-187/10 *(Court of Justice)*

Case T-211/10 *(General Court — since 15 November 1989)*

Case F-29/10 *(Civil Service Tribunal — since 23 July 2005)*

before 15 November 1989 (solely for the Court of Justice): Case 84/81

— opinions of the Court of Auditors:

Opinion No 1/2010

— cases of the EFTA Court:

Case E-5/10

— notices of open competitions (C … A series):

EPSO/AD/177/10

— vacancy notices:

COM/2010/10275

— Decisions of the Administrative Commission for the coordination of social security systems:

Decision No A1 of 12 June 2009 concerning the establishment of a dialogue and conciliation procedure concerning the validity of documents, the determination of the applicable legislation and the provision of benefits under Regulation (EC) No 883/2004 of the European Parliament and of the Council

— amending budgets of the agencies:

Statement of revenue and expenditure of the European Medicines Agency for the financial year 2010 — Amending Budget No 1

— calls for proposals:

Call for proposals IX-2011/01 — 'Grants to political parties at European level'

NB: Until 24 July 2002 (expiry date of the ECSC Treaty), there were 'assents' of the Council:

Assent No 22/96

Assent No 6/2002

1.3.3. Contents

C I — Resolutions, recommendations and opinions

This section covers:

— resolutions (e.g. (non-legislative) resolutions of the European Parliament, resolutions of the Council and the Representatives of the Governments of the European Union meeting within the Council, resolutions of the Council, resolutions of the European Economic and Social Committee, resolutions of the Committee of the Regions),

— recommendations (e.g. recommendations of the European Parliament to the Council, recommendations of the Council, recommendations of the Commission, recommendations of the European Central Bank),

— opinions, which are not part of a legislative procedure within the meaning of the Treaty and whose request by an institution is not obligatory (for example: opinion of the Council, opinion of the Commission, opinion of the European Central Bank, opinion of the European Economic and Social Committee, opinion of the Committee of the Regions, opinion of the European Data Protection Supervisor …).

With each of these categories the documents are classified according to the publication order (see Section 3.4.2).

C II — Information

This section covers:

— interinstitutional agreements (including decisions amending those agreements),

— joint declarations,

— information from European Union institutions, bodies, offices and agencies (for example, certain European Parliament decisions, information from the Council, certain Commission decisions, Commission communications, various common catalogues of agricultural plant and vegetable species, Explanatory Notes of the Combined Nomenclature (CN), uniform application of the Combined Nomenclature, non-oppositions to notified concentrations, prior notifications of a concentration, authorisations for State aid, decisions of the management entities, procedures of engagement, etc.).

With each of these categories the documents are classified according to the publication order (see Section 3.4.2).

C III — Preparatory acts

This section covers:

— Member States' initiatives,

— preparatory acts of the European Union's institutions, bodies, offices and agencies (legislative resolutions, positions and resolutions of the European Parliament, Council positions at first reading, titles of legislative proposals adopted by the Commission, opinions and recommendations of the European Central Bank, opinions of the Court of Auditors, opinions of the European Economic and Social Committee, opinions of the Committee of the Regions …).

With each of these categories the documents are classified according to the publication order (see Section 3.4.2).

C IV — Notices

This section covers the following items:

— notices from European Union institutions, bodies, offices and agencies. For example: Statements of the Representatives of the Governments of the Member States meeting within the Council, Council acts, Council decisions, annual reports of the Council, reports on the budgetary control and financial management of the different institutions and bodies, minutes of part-sessions of the European Parliament, decisions of the European Parliament, Commission decisions, communications of the Commission relating to the designation of members, euro exchange rates, summaries of European Union decisions on marketing authorisations, designation of judges of the Court of Justice of the European Union, annual report of the Court of Auditors, reports of the Court of Auditors, interest rates fixed by the European Central Bank, decisions of the Administrative Commission for the coordination of social security systems, acts from European Union institutions, bodies, offices and agencies, rules of procedure from European Union institutions, bodies, offices and agencies,

— notices from Member States (e.g. information communicated by the Member States on authorised State aid, public service obligations, extracts of decisions of national courts of justice, stock assessments of EU products, various national procedures, lists of products …),

— notices concerning the European Economic Area (firstly, information from the institutions (the EEA Joint Committee, the EFTA Surveillance Authority, Standing Committee of the EFTA States, followed by notices from the member countries of the EEA or EFTA)),

— notices from third countries.

With each of these categories the documents are classified according to the publication order (see Section 3.4.2).

C V — Announcements

This section covers:

— administrative procedures (e.g. notices of competition, recruitment, vacancy, calls for proposals, calls for expression of interest, notices of invitation to tender, guides to open competitions, etc.),

— court proceedings (announcements of the Court of Justice of the European Union, announcements of the EFTA Court, etc.),

— procedures relating to the implementation of the common commercial policy (opinions concerning antidumping procedures, planned closures of complaint, notices of initiation of an anti-subsidy proceeding, notices concerning the countervailing measures in force, etc.),

— procedures relating to the implementation of competition policy (State aid, prior notifications of a concentration, views of the governments of the Member States, acknowledgement notice of a complaint, etc .),

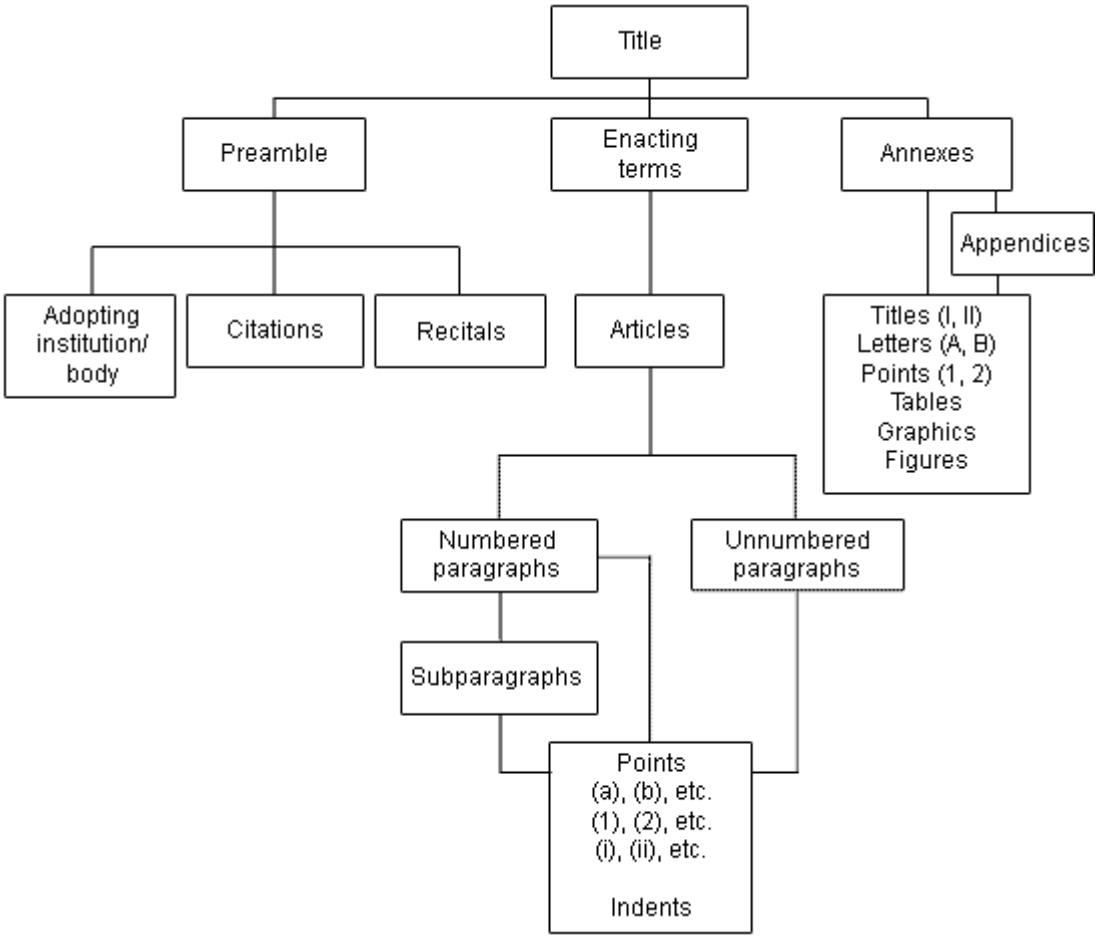
— other acts (e.g. notices for the attention of persons, groups and entities included on lists, requests for publication, publications of a summary of specifications, communications on a public consultation, notice of invitation to tender, notice concerning a request for a Member State …).

With each of these categories the documents are classified according to the publication order (see Section 3.4.2).

NB: The non-ratified Treaties and the consolidated Treaties, as well as corrigenda to Treaties, are published in the C series, without a heading.

2. Structure of a legal act

This diagram shows the basic elements of a legal act. Depending on the complexity of the text, elements such as parts, titles, chapters or sections may be used in the preamble, enacting terms and annexes.



2.1. Title

The complete title of an act comprises:

— the type of act (regulation, directive, etc.),

— the number (the abbreviation which applies (‘EU’, ‘Euratom’, ‘EU, Euratom’, ‘CFSP’), the number of the act and the year),

— the name of the institution(s) or body which adopted the act,

— the date of signature for acts adopted jointly by the European Parliament and the Council and the date of adoption for all other acts,

— an indication of the subject matter.

The rules for referring to a title are set out in Section 3.2.

Where the title of an act is amended by another act or is the subject of a corrigendum, the amended or corrected title should always be cited thereafter.

NB: On the first page of an act, the term ‘codification’ or ‘recast’ may appear below the title. This term, always in bold lower-case letters, is placed under the title, between parentheses. It never appears in the table of contents on the cover page and is not mentioned in references to the act in question.

2.2. Citations and recitals (preamble)

Preamble means everything between the title and the enacting terms of the act, namely the citations, the recitals and the solemn forms which precede and follow them.

(a)

Citations

Citations indicate, in the following order:

1. the **legal basis** for the act:

   (a) primary acts (treaties, acts of accession, protocols annexed to the Treaties) and ‘international’ acts (agreements, protocols, conventions) which constitute the general basis for the text in question.

   Having regard to the Treaty on European Union [and in particular Article/Articles … thereof],

   Having regard to the Treaty on the Functioning of the European Union [and in particular Article/Articles … thereof],

   Having regard to the Treaty establishing the European Atomic Energy Community [and in particular Article/Articles … thereof],

   Having regard to the Act of Accession of Austria, Finland and Sweden,

   The abbreviation of the Treaty/Treaties is not mentioned.

   If more than one treaty is referred to, they should be cited on separate lines in the following order: the Treaty on European Union, the Treaty on the Functioning of the European Union and the Treaty establishing the European Atomic Energy Community.

   Primary acts are cited without a footnote reference. International agreements and protocols to international agreements may be cited in their short form with a footnote reference.

   (b) where applicable, secondary acts which constitute the specific basis for the text. The full title of such acts is followed by a reference to the Official Journal in which they were published:

   Having regard to Directive 2010/30/EU of the European Parliament and of the Council of 19 May 2010 on the indication by labelling and standard product information of the consumption of energy and other resources by energy-related products ([1]), and in particular Article 10 thereof,

   …

   ([1]) OJ L 153, 18.6.2010, p. 1.

2. the **preparatory acts** (e.g. proposals, recommendations, initiatives, requests and opinions provided for in the Treaties), possibly followed by a footnote reference:

   Having regard to the proposal from the Commission,

   Having regard to the opinion of the European Parliament ([2]),

   …

   ([2]) Not yet published in the Official Journal.

3. in the case of legislative acts, the **procedure** followed: 'Acting in accordance with the ordinary legislative procedure [in the light of the joint text approved by the Conciliation Committee on …,]' or 'Acting in accordance with a special legislative procedure'.

Acting in accordance with the ordinary legislative procedure ([3]),

…

([3]) Position of the European Parliament of 10 March 2009 (OJ C 87 E, 1.4.2010, p. 191) and position of the Council at first reading of15 February 2010 (OJ C 107 E, 27.4.2010, p. 1). Position of the European Parliament of 7 July 2010 (not yet published in the Official Journal) and decision of the Council of 8 November 2010.

Citations start with a capital letter and end with a comma.

(b)

Recitals

Recitals set out the reasons for the contents of the enacting terms (i.e. the articles) of an act.

Recitals are introduced by the word: 'Whereas:'. They are numbered and presented as follows:

Whereas:

(1) Regulation (EC) No 763/2008 establishes common rules for the decennial provision of comprehensive data on population and housing.

(2) In order to assess the quality of the data transmitted to the Commission (Eurostat) by the Member States, it is necessary to define the modalities and structure of the quality reports.

Where there is a single recital, there is no indentation or numbering. 'Whereas:' is on a line of its own. The recital ends with a comma:

Whereas:

Regulation (EC) No 1580/2007 lays down, pursuant to the outcome of the Uruguay Round multilateral trade negotiations, the criteria whereby the Commission fixes the standard values for imports from third countries, in respect of the products and periods stipulated in Annex XV, Part A thereto,

In the text, recitals are cited as follows (figures without parentheses):

recital 1, recital 2, etc.

Each sentence in each recital starts with a capital letter and ends with a full stop, except the last sentence of the concluding recital, which ends with a comma:

(1) The import duties in the cereals sector applicable from … .

(2) As the average of the import duties calculated differs by more than EUR 5/tonne from … .

(3) Regulation (EU) No 735/2010 should therefore be amended accordingly,

NB: Until 6 February 2000, recitals began with a capital letter and ended with a semi-colon (this method of laying out recitals is still used in certain Council acts):

Whereas the Commission …; *(for the first and subsequent recitals)*

Whereas the opinion …, *(for the concluding recital)*

As these recitals were not numbered, they were referred to as the first, second and third recital, etc.
In some texts (in particular, those concerning anti-dumping), the recitals were introduced by the formula 'Whereas:', the recitals were numbered, and every recital had a capital letter at the beginning and a full stop at the end (which has become the general practice.)
There was a transitional period between December 1998 and 6 February 2000 when both ways of structuring the recitals were accepted.

2.3. Articles (enacting terms)

(a)

General information

The enacting terms, which constitute the normative part of the act, are divided into articles. Where the enacting terms are simple, they may be set out in a 'Sole Article'.

NB: Where an act contains more than one article, the articles are numbered consecutively throughout (Article 1, Article 2, Article 3, etc.). The numbering must be continuous from the beginning to the end of the enacting terms.

Articles may be grouped in 'parts', 'titles', 'chapters' and 'sections' (see Section 2.7 'Subdivisions of acts').

Articles may be subdivided into paragraphs, subparagraphs, points, indents and sentences.

Paragraphs and subparagraphs may be unnumbered or numbered with arabic numerals and may contain points or indents, which may be preceded by a dash. (NB: in French, numbered paragraphs are termed 'paragraphe' and unnumbered paragraphs are termed 'alinéa'.) (For the terminology of the various parts of an article, see the diagram in Section 2, Section 2.7 and 'Summary tables: structure of an act'.)

NB: In French, numbered paragraphs are termed 'paragraphe' and unnumbered paragraphs are termed 'alinéa'.)

(b)

Final article (in directives and decisions)

In directives and, where applicable, decisions, the addressees are specified in the last article.

Directives

This Directive is addressed to the Member States.

or

This Directive is addressed to the Member States in accordance with the Treaties.
(Where the directive is not addressed to all Member States: Member States whose currency is not the euro, etc.)

or

This Directive is addressed to the Member States which *[e.g. have inland waterways as referred to in Article 1(1)]*.

or

This Directive is addressed to *[the full (official) name of the Member State(s)]*.

Decisions

— Decisions addressed to all Member States:

This Decision is addressed to the Member States.

— Decisions addressed to particular Member States:

> This Decision is addressed to the Member States in accordance with the Treaties.
>
> or
>
> This Decision is addressed to *[the full (official) name of the Member State(s)]*.

— Decisions addressed to particular parties:

> This Decision is addressed to *[full name and address of party]*.

2.4. Compulsory character of regulations (concluding formula)

In regulations, after the final article, the following formula is used:

> This Regulation shall be binding in its entirety and directly applicable in all Member States.
>
> *or*
>
> This Regulation shall be binding in its entirety and directly applicable in the Member States in accordance with the Treaties. *(This formula is used when the regulation is not applicable to and in all the Member States (for example, Member States whose currency is not the euro (see, for example, Regulation (EU) No 1210/2010 of the European Parliament and of the Council), enhanced cooperation ...)).*

This sentence does not form part of the last article and follows a special typographic presentation, see *Visual Guide — Official Journal typographical rules*.

2.5. Concluding formulas (place, date and signature)

The act ends with the following:

— first the words ‘Done at …, …’ indicating the place and date of signature,

— followed by the signature(s).

Place and date

In secondary legislation, the place and date are presented as follows:

> Done at Brussels, 1 September 2010.

the date being that on which the act was signed (acts adopted jointly by the European Parliament and the Council) or adopted (in other cases).

In treaties, agreements, etc. the full date is written in words:

> Done at Brussels on the twenty-fourth day of March in the year two thousand and ten, in two originals in the English language.

The place of signature of the acts of the institutions is usually Brussels, except for the Council in April, June and October, when it meets in Luxembourg. For the European Parliament, including when it signs with the Council, the place of signature is Strasbourg (or, exceptionally, Brussels). Most European Central Bank acts are signed at Frankfurt am Main.

Signatures (non-exhaustive list)

— In secondary legislation:

European Parliament	European Council	Council
For the European Parliament *The President* … (initial(s) and full surname)	*For the European Council* *The President* ... (initial(s) and full surname)	*For the Council* *The President* … (initial(s) and full surname)

Commission		EEA Joint Committee
Regulations, directives, decisions without addressee	***Decisions with addressee***	
For the Commission *The President* ... (full name) or *For the Commission,* *On behalf of the President,* … (full name) *Vice-President/Member of the Commission/Director-General for …*	*For the Commission* … (full name) *Vice-President/Member of the Commission*	*For the EEA Joint Committee* *The President* … (full name)

European Central Bank	
Regulations, guidelines	***Decisions, recommendations***
For the Governing Council of the ECB *The President of the ECB* … (full name) or *For the Executive Board of the ECB* *The President of the ECB* … (full name)	*The President of the ECB* … (full name)

— In agreements, protocols, conventions, etc.:

Agreements, protocols, conventions	
For the European Union (signature)	*For the Member States* (signature)

Agreements in the form of an exchange of letters	
On behalf of the Council of the European Union	*For the European Union*

2.6. Annexes

The annex to an act generally contains rules or technical data which, for practical reasons, do not appear in the enacting terms, and which frequently take the form of a list or table.

The enacting terms must always indicate clearly, by means of a reference (for example, ‘listed in the Annex’, ‘in Annex I’, ‘set out in the Annex’), the link between its provisions and the annex.

In annexes, any appropriate system of numbering or subdivision may be used.

2.7. Subdivisions of acts

Name of subdivision	Numbering	Reference in the text
	Acts	
Preamble		
Citation ([1])		in the first citation
Sole recital ([1])		in the recital
Numbered recital ([1])	(1), (2)	in recital 1
Unnumbered recital ([2])		in the first recital
Enacting terms		
Article ([3])	Sole Article Article 1, 2	in the Sole Article in Article 1, 2
Numbered paragraph	1., 2.	in paragraph 1, 2 (when in the same article) in Article 2(1) (refers to a numbered paragraph in a different article)
Unnumbered paragraph ([4])		in the first, second, third paragraph
Subparagraph ([4]) ([5])		in the first, second, third subparagraph
Point	(1), (2) etc. (a), (b) (i), (ii), (iii), (iv)	in point (1), (2) in point (a), (b) in point (i), (ii), (iii), (iv)
Indent (em rule/em dash) ([4])		in the first, second indent
Annex		
	Annex I, II (or A, B)	in the Annex in Annex I, II (or A, B) to the act
Appendix		
	Appendix Appendix 1, 2	in Appendix 1, 2 (to the Annex)
	Other subdivisions	
Part	Part I, II (or Part One, Part Two)	in Part I, II Part One, Part Two (or the first part, the second part)
Title	Title I, II	in Title I, II
Chapter	Chapter 1, 2 (or I, II)	in Chapter 1, 2 (or I, II)
Section	Section 1, 2	in Section 1, 2
Point (in annexes or agreements)	I, II (or A, B) I. (or A. or 1.)	in point I, II (or A, B) in point I (A, 1)

([1]) See Section 2.2.

([2]) Before 7 February 2000, when recitals were unnumbered: in the first, second recital.

([3]) When articles are inserted in the enacting terms of an act which has already been adopted, the letters a, b, c, etc. are placed after the number of the article: for example, articles inserted after Article 1 become ‘Article 1a’, ‘Article 1b’, etc.

([4]) These subdivisions have no figure nor other sign of identification; an ordinal number is used to refer to them.

([5]) Subdivisions of a numbered paragraph.

NB: — Reference to the introductory phrase may be made by words such as ‘at the beginning of’, ‘the introductory words of’ or ‘the introductory part of’. The introductory phrase ends with a colon.

— The subdivisions in this table are not classified in a fixed order. The order can vary according to the nature of the text.

See the *Visual Guide — Official Journal typographical rules*.

3. Rules on drafting documents

Acts published in the Official Journal follow strict drafting rules.

Texts for publication in the Official Journal must exist in each of the official languages of the European Union (Irish benefits from a temporary exemption, see the Preamble).

When published, the texts in all language versions of the Official Journal are synoptic, meaning that the same text can be found on the same page of the same OJ in all official languages.

Acts published in the Official Journal must also follow the rules laid out in Parts Three and Four of this Guide, including the annexes, especially with regard to capitalisation (including for committees or commissions), abbreviations, addresses, etc.

3.1. References to the Official Journal

Reference to the Official Journal can be made in three different ways:

Long form

The long form is: *Official Journal of the European Union* (in italics)

It is used:

(a) in the text:

> If, on expiry of the period referred to in paragraph 1, neither the European Parliament nor the Council has objected to the delegated act, it shall be published in the *Official Journal of the European Union* and shall enter into force on the date stated therein.

(b) in the formula for the entry into force of an act:

> This Regulation shall enter into force on the 20th day following its publication in the *Official Journal of the European Union.*

(c) in corrigenda as a reference to the original Official Journal concerned (see also under 'abbreviated forms').

NB: For publications up to and including 31 January 2003, reference should be made to the *Official Journal of the European Communities*.

Short form

The short form is: Official Journal (not italics)

It is used:

(a) in footnotes as follows:

> ([1]) See page … of this Official Journal.
>
> ([1]) Not yet published in the Official Journal.

(b) in less formal texts.

Abbreviated form

The abbreviated form is: OJ L, OJ C, OJ C … A, OJ C … E.

It is used:

(a) in footnotes making reference to Official Journal numbers:

([1]) OJ L 222, 20.8.2008, p. 1.

([1]) OJ C 48 A, 24.2.2005.

(b) in tables:

OJ L 345, 23.12.2009, p. 18.

(c) in corrigenda, the abbreviated form in brackets is used in the table of contents on the cover (see also under 'long form').

NB: Official Journal references have changed over the course of time, as new series were created:

— before 1 July 1967, pagination is continuous and is followed by the last two figures of the year:
OJ 106, 30.10.1962, p. 2553/62.

— from 1 July 1967, every Official Journal begins at page 1:
OJ 174, 31.7.1967, p. 1.

— on 1 January 1968, the L and C series are created:
OJ L 32, 6.2.1968, p. 6.
OJ C 1, 12.1.1968, p. 1.

— on 1 January 1978, the S series is created:
OJ S 1, 7.1.1978, p. 1.

— from 1991, the C … A series is created:
OJ C 291 A, 8.11.1991, p. 1.

— 31 August 1999, the C … E series is created:
OJ C 247 E, 31.8.1999, p. 28.

3.2. Titles and references to an act

3.2.1. Titles

The title of an act can take two forms: full title or short title.

When an act is cited for the first time in the body of another act, the full title is usually given, and the reference to the Official Journal in which it was published is always given in a footnote.

References to an act previously cited always use the short title, without mentioning the author and without a footnote reference.

Full title

The components of the full title of an act are:

— the type of act (regulation, directive, etc.),

— the number (that is, the abbreviation(s) which apply ('EU', 'Euratom', 'EU, Euratom', 'CFSP'), the sequential number of the act and the year),

— the name of the author of the act (institution or body),

— the date of signature for acts adopted jointly by the European Parliament and the Council, and the date of adoption in other cases,

— the title (i.e. a concise indication of the subject matter).

The full title is always followed by a footnote reference.

> Commission Regulation (EU) No 42/2010 of 15 January 2010 concerning the classification of certain goods in the Combined Nomenclature ([1])
>
> *but*
>
> Regulation (EU) No 1238/2010 of the European Parliament and of the Council

The order of these components varies according to the type of act and according to the language. In English, the components of the full title are not separated by commas.

In citations, the full title of the act cited must be given. In recitals, the full title is, in general, also given, unless the act has already been cited in the citations or in an earlier recital.

NB: The author can regard 'full title' as a title without the elements introduced by 'and amending …' or 'and repealing …'.

Short title

The components of the short title of an act are:

— the type of act,

— the number (that is, the abbreviation(s) which apply ('EU', 'Euratom', 'EU, Euratom', 'CFSP'), the sequential number of the act and the year),

— the name of the author of the act (institution or body), when first cited:

> Commission Regulation (EU) No 50/2010 ([1])
>
> Decision No 284/2010/EU of the European Parliament and of the Council ([1])

In articles, acts are generally cited with their short title (even if, in acts of the Parliament and the Council, they are more often with their full title). The short title is sometimes used in recitals.

The short title without the author and without footnote is used for the later references of an act already cited.

3.2.2. Referring to other acts

(a)

In a title

The title of an act never includes the full title of another act. There is never a footnote reference to the title of the other act.

Date

The date of the cited act is normally not mentioned:

> Commission Regulation (EU) No 127/2010 of 5 February 2010 amending Regulation (EC) No 2042/2003 *(no date)* on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks

The date is only mentioned where there is no number in its short title:

> Council Decision 2008/182/Euratom of 25 February 2008 amending the Decision of 16 December 1980 setting up the Consultative Committee for the Fusion Programme
>
> Commission Decision 2005/769/EC of 27 October 2005 laying down rules for the procurement of food aid by NGOs authorised by the Commission to purchase and mobilise products to be supplied under Council Regulation (EC) No 1292/96 and repealing its Decision of 3 September 1998

Author

The author of the act referred to is only mentioned if the author is different:

> Commission Regulation (EC) No 105/2008 of 5 February 2008 laying down detailed rules for the application of Council Regulation (EC) No 1255/1999 as regards intervention on the market in butter

NB: Nevertheless, in order to avoid certain unclear hybrid forms, when several acts of different authors are cited, reference is always made to their respective authors (even if this involves repeating the name of the author of the citing act), for example:

> Commission Regulation (EU) No 86/2010 of 29 January 2010 amending Annex I to Council Regulation (EC) No 1005/2008 as regards the definition of fishery products and amending Commission Regulation (EC) No 1010/2009 as regards exchange of information on inspections of third country vessels and administrative arrangements on catch certificates

Statement of subject matter

As well as omitting the date, the statement of the subject matter may be shortened or omitted:

> Commission Regulation (EU) No 125/2010 of 11 February 2010 fixing the maximum reduction in the duty on maize imported under the invitation to tender issued in Regulation (EC) No 676/2009 *(statement of subject matter omitted)*
>
> Commission Directive 2010/3/EU of 1 February 2010 amending, for the purpose of adaptation to technical progress, Annexes III and VI to Council Directive 76/768/EEC concerning cosmetic products *(shortened statement of subject matter)*
>
> Regulation (EU) No 540/2010 of the European Parliament and of the Council of 16 June 2010 amending Council Regulation (EC) No 1085/2006 establishing an Instrument for Pre-Accession Assistance (IPA) *(full statement of subject matter)*

To sum up, an act cited in another act is cited **without its date** (save for a few exceptions), **with its author if it is different** and with all or part of its **subject matter**, or without it, according to the authors' needs.

(b)

In a citation

Primary acts are cited without a footnote reference. International agreements may, however, be cited using their short form and with a footnote reference (see Section 2.2(a)).

However, the full title of a secondary act is always given and is followed by a footnote reference:

> Having regard to Commission Regulation (EC) No 137/2009 of 18 February 2009 establishing the standard import values for determining the entry price of certain fruit and vegetables ([1]),
>
> …
>
> ([1]) OJ L 48, 19.2.2009, p. 1.

NB: In the case of a reference to the Staff Regulations, the main part of the title is cited, followed only by the institution and the sequential number of the regulation:

> Having regard to the Staff Regulations of Officials of the European Communities (and the Conditions of employment of other servants of those Communities), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 ([1])
>
> ([1]) OJ L 56, 4.3.1968, p. 1.

(c)

In a recital

1. When an act is cited for the first time, its full title is generally given, followed by a footnote reference:

> (1) Commission Decision 2008/303/EC of 14 April 2008 concerning interim protection measures relating to Classical Swine Fever in Slovakia ([1]) was adopted in order to reinforce the measures taken by Slovakia pursuant to …
>
> …
>
> ([1]) OJ L 105, 15.4.2008, p. 7.

Further references to acts previously cited (in a citation or earlier in the recitals) always take the form of the short title, omitting the name of the author, and are not followed by a footnote reference.

2. Specific rules apply to the following exceptions:

(a) where the subject of the act cited already appears in the title of the citing act, the serial number or the reference of the act and the name of the institution which is the author of the act are reproduced in the recital.

Thus, in the body of 'Regulation (EU) No 1090/2010 of the European Parliament and of the Council of 24 November 2010 amending Directive 2009/42/EC on statistical returns in respect of carriage of goods and passengers by sea', the amended Directive will be cited as follows:

> (1) The second paragraph of Annex VIII to Directive 2009/42/EC of the European Parliament and of the Council ([1]) provides …
>
> ([1]) OJ L 141, 6.6.2009, p. 29.

(b) If for reasons of syntax the full title is broken up in order to be integrated into a sentence, the footnote reference to the Official Journal is placed after the block made up of the type of act, number and elements drawn *directly* from the title:

> On 24 January 2006, the Council adopted Decision 2006/116/EC <u>appointing the members and alternate members of the Committee of the Regions for the period from 26 January 2006 to 25 January 2010</u> ([1]).
>
> …
>
> ([1]) OJ L 56, 25.2.2006, p. 75.

The footnote reference cannot be placed at the end of a passage containing free text (in this case 'lays down' instead of 'laying down'):

> Commission Decision 2007/716/EC ([1]) <u>lays down transitional measures for structural requirements of certain establishments in the meat and milk sectors in Bulgaria provided for in Regulations (EC) No 852/2004 and (EC) No 853/2004 of the European Parliament and of the Council.</u>
>
> …
>
> ([1]) OJ L 289, 7.11.2007, p. 14.

In the example above, you will see that the date is omitted, and the paraphrased titles in the main text (here, Regulations (EC) No 852/2004 and (EC) No 853/2004), are not followed by a footnote reference.

(d)

In an article

In principle, the enacting terms (i.e. the articles) should not refer to acts which have not already been referred to in the citations or recitals.

However, should this occur, either the short title, including the name of the author, or the full title is used, both cases being followed by a footnote reference:

> Notwithstanding Article 23(1) of Commission Regulation (EC) No 1291/2000 ([1]), export licences issued …
>
> ([1]) OJ L 152, 24.6.2000, p. 1.

NB: In acts of the Council and those of the European Parliament and the Council, other ways of citing an act for the first time in an article are possible, with the short title or with the full title. The footnote may contain the full title of the act and the OJ reference. See the *Manual of precedents for acts established within the Council of the European Union.*

(e)

In an annex

First references seldom occur in an annex. Should they do so, either:

1. the full title may be used, followed by a footnote giving the publication reference:

> enforced use of stocks of alternative fuels (e.g. in accordance with Council Directive 2009/119/EC of 14 September 2009 imposing an obligation on Member States to maintain minimum stocks of crude oil and/or petroleum products ([1]))
>
> …
>
> ([1]) OJ L 265, 9.10.2009, p. 9.

2. or the short title may be used, followed by a footnote, giving the full title and the publication reference:

> During agricultural research, when the aim of the project requires that the animals are kept under similar conditions to those under which commercial farm animals are kept, the keeping of the animals shall at least follow the standards laid down in Directive 98/58/EC ([1]).
>
> …
>
> ([1]) Council Directive 98/58/EC of 20 July 1998 concerning the protection of animals kept for farming purposes (OJ L 221, 8.8.1998, p. 23).

3. or the short title may be used, with a footnote, giving only the publication reference:

> Column 1: Article 2 of Commission Directive 2009/26/EC ([1]) may apply.
>
> …
>
> ([1]) OJ L 113, 6.5.2009, p. 1.

3.2.3. References to subdivisions of an act

1. The various parts of a reference, if numbered, are cited in descending order; they are not separated by commas or spaces:

Article 1(2)(a) of Regulation …

Article 2 and Article 3(2) provide that …

Article 2(3) and Article 3 provide that …

2. Where subdivisions of the same type are mentioned, the name is not repeated:

Chapters I and II

Articles 1, 4 and 9

the first and third indents

Where several articles, paragraphs or other subdivisions are mentioned, which are consecutively numbered, a distinction has to be made between 'Articles 2, 3 and 4' (which excludes additional articles like Article 3a, 3b etc.) and 'Articles 2 to 4' (which includes all articles added later).

3. Where reference is made to subdivisions of the same type of which one or more are accompanied by subdivisions of a lower level, the subdivision in question is mentioned each time:

Article 2 and Article 3(1) of Regulation …
(and not 'Articles 2 and 3(1) of Regulation …'*)*

Article 2, Article 5(2) and (3) and Articles 6 to 9 of Regulation …
(and not 'Articles 2, 5(2) and (3) and 6 to 9'*)*

… and in particular points (1)(b) and (3)(c) of Article 1, …

4. Repetition of the word 'point' should be avoided:

in point (2)(a)

in point (2)(a)(i)

in Title A, point (2)(a)(i), of the Annex …
(*and not* 'in point (2), point (a), point (i), of the Annex …'*)*

5. Annexes are referred to as follows:

This text appears in the Annex [to this Regulation]
(and not 'of this Regulation'*)*

… catches of the stock referred to in the Annex to this Regulation …

Annex I is replaced by the text in Annex I to this Decision.

Autonomous acts, for instance agreements, protocols, etc., are not referred to as annexes:

The text of the Agreement is attached to this Decision
(note the word 'attached'*, not* 'annexed'*)*

3.2.4. References to amendments to an act

Footnotes in the Official Journal no longer include the last modification of an act, but limit themselves to the OJ reference of the act in its initial version. The acts referred to in the texts published in the OJ are understood to be the acts in their version in force. The expressions 'as (last) amended by', 'corrected by' and 'repealed by' are no longer used.

Occasionally, however, the author may wish to refer to a previous version of an existing act or to stress an amending act in particular. In this case, the amending act is cited as a 'static reference' in its short form and with a footnote reference if it is cited for the first time.

> Having regard to Council Directive 1999/32/EC of 26 April 1999 relating to a reduction in the sulphur content of certain liquid fuels ([1]), as amended by Directive 2005/33/EC of the European Parliament and of the Council ([2]), and in particular Article 4c thereof,

NB: Until 31 August 2008, the references to the (last) amendments to an act appeared in the footnote relating to the first occurrence of the title of an act, after the OJ reference:

> (1) Council Decision 90/424/EEC of 26 June 1990 on expenditure in the veterinary field ([2]) lays down …
>
> ([2]) OJ L 224, 18.8.1990, p. 19. Decision as last amended by Regulation (EC) No 1791/2006 (OJ L 363, 20.12.2006, p. 1).

The various OJs dated 30 April 2004 and 31 December 2006, published the day before the last two enlargements to date, contain acts which were formally imperfect and were corrected thereafter. Until 31 August 2008, it was normal practice to announce these republications.

3.3. Amending articles

1. Where a **whole article** is replaced, the new text starts with the designation of the article (preceded by an opening quotation mark), placed on the left against the margin:

> Article 3 of Decision 2001/689/EC is replaced by the following:
>
> *'Article 3*
>
> The ecological criteria for the product group dishwashers, as well as the related assessment and verification requirements, shall be valid until 28 February 2009.'.

NB: A full stop (or semi-colon) follows the closing quotation mark.

2. Where the amendment relates to a **numbered subdivision** of an article (paragraph, point, indent, etc.), the new text starts with an opening quotation mark, followed by the number of the paragraph, point, indent, etc.:

> Regulation (EC) No 409/2009 is amended as follows:
>
> 1. in Article 3, point (g) is replaced by the following:
>
> '(g) "state of processing" means the way the fish is preserved (fresh, fresh salted and frozen).';
>
> 2. in Article 4, paragraph 1 is replaced by the following:
>
> '1. The Community conversion factors set out in Annexes II, III and IV shall apply to convert fish processed weight into fish live weight.'.

Where only the first subparagraph of a numbered paragraph is replaced, the number of the paragraph is still cited in the new text:

> 3. in Article 28(1), the first subparagraph is replaced by the following:
>
> '1. Any proposal or initiative submitted to the legislative authority by the Commission, the High Representative of the Union for Foreign Affairs and Security Policy (hereinafter the "High Representative") or by a Member State, which may have an impact on the budget, including changes in the number of posts, must be accompanied by a financial statement and by the evaluation provided for in Article 27(4).'

3. Where the text to be replaced is **not preceded by a number**, the following formula is used:

> 1. in Article 19, the first paragraph is replaced by the following:
>
> 'Members of the Scientific Committees, scientific advisors from the Pool and external experts shall be entitled to an indemnity for their participation, in person or from a distance by electronic means, in the meetings of the committees, thematic workshops, working groups and other meetings and events organised by the Commission, and for serving as Rapporteur on a specific question, as provided for in Annex III.';

7. in Article 15(2), the second subparagraph is replaced by the following:

‘Producers shall pay, before 1 June following the marketing year concerned, an amount equal to EUR 500 per tonne for the quantities of sugar referred to in point (c) of the first subparagraph, for which they cannot provide a proof, acceptable to a Member State, that refining took place for justified and exceptional technical reasons.’.

4. If only a **part of a text entity** is being replaced, no subdivision marker is repeated, even if the first sentence of a numbered paragraph is subject to an amendment:

in paragraph 4, the first sentence is replaced by the following:

‘In case a serious infringement, as defined in Section I(1) of Annex VI to Regulation (EC) No 302/2009, is discovered onboard a Community fishing vessel, the flag Member State shall ensure that, following the inspection, the fishing vessel flying its flag ceases all fishing activities.’

Where the amendment refers to a part of a sentence (expression, word, date, amount) the subdivision indication is not used and the replacement is written in one single line:

In Article 7 of Decision 2005/692/EC, the date ‘31 December 2010’ is replaced by ‘30 June 2012’.

NB: In the interests of clarity and to prevent translation problems, it is recommended that amendments should be made by replacing complete units of text (an article or a subdivision of an article).

5. The introductory wording varies according to whether there are one or more amendments:

(a) if there are several amendments, the introductory wording is as follows:

Decision 2007/134/EC is amended as follows:

(1) …

(2) …

(b) if there is only one amendment, the wording is as follows:

Article 3 of Decision 2007/884/EC is replaced by the following:

‘…’

(and not:

Decision 2007/884/EC is amended as follows:

Article 3 is replaced by the following)

6. Where an annex is amended, the wording is as follows:

Annex … is amended as follows:

or, when the amendments are mentioned in annex:

Annex III to Regulation (EU) No 2074/2005 is amended in accordance with the Annex to this Regulation.

Where the entire annex is replaced, the enacting terms use the following wording:

The Annex to Regulation (EU) No 7/2010 is replaced by the text set out in the Annex to this Regulation.

The new text is set out as follows:

ANNEX
‘ANNEX XVII

……’.

For more information on the typographical presentation of amending articles see the *Visual Guide: Official Journal typographical rules*.

3.4. Order of citation

3.4.1. Order of the Treaties

Since 1 December 2009 (the date on which the Treaty of Lisbon entered into force), the order in which the Treaties have been cited (in particular in the citations) has been as follows:

— Having regard to the Treaty on European Union,

— Having regard to the Treaty on the Functioning of the European Union,

— Having regard to the Treaty establishing the European Atomic Energy Community.

NB: Until 30 November 2009, the order in which the Treaties were cited was as follows:

— Having regard to the Treaty establishing the European Community,

— Having regard to the Treaty establishing the European Coal and Steel Community,
(the ECSC Treaty expired on 24 July 2002)

— Having regard to the Treaty establishing the European Atomic Energy Community,

— Having regard to the Treaty on European Union,
(this Treaty often comes last, but may come first).

The order in which the 'Communities' were cited has varied over time:

1. Until the end of 1997, the order in which the Communities were cited in the titles of acts varied each year according to the following scheme:
   — E(E)C, Euratom, ECSC:
   1968, 1971, 1974, 1977, 1980, 1983, 1986, 1989, 1992, 1995,/DIV>
   — Euratom, ECSC, E(E)C:
   1969, 1972, 1975, 1978, 1981, 1984, 1987, 1990, 1993, 1996,
   — ECSC, E(E)C, Euratom:
   1970, 1973, 1976, 1979, 1982, 1985, 1988, 1991, 1994, 1997.
2. From 1998 until 23 July 2002, the order was invariable as follows:
   EC, ECSC, Euratom
3. Between 24 July 2002 (the date on which the ECSC Treaty expired) and 30 November 2009, the order in which the Communities were cited was as follows:
   EC, Euratom
   The terms 'European Economic Community' and 'European Community' were used as follows:
   — European Economic Community or EEC: for acts adopted before 1 November 1993,
   — European Community or EC: for acts adopted since 1 November 1993.
4. From 1 December 2009:
   EU, Euratom

Reference to the Treaties

The full titles of the Treaties must be used when mentioned for the first time.

For further citations:

(1) where a sole treaty is cited in the same text, the word 'Treaty' is used;

(2) where several treaties are cited in the same text, the full denomination shall be given as much as possible. Otherwise, treaty titles may be cited in abridged form:

— 'EU Treaty' for the Treaty on European Union,

— 'TFEU' for the Treaty on the Functioning of the European Union,

— 'EC Treaty' for the Treaty establishing the European Community,

— 'Euratom Treaty' for the Treaty establishing the European Atomic Energy Community,

— 'ECSC Treaty' for the Treaty establishing the European Coal and Steel Community.

NB: A renumbering of the provisions of the Treaties took place in 1999 (Treaty of Amsterdam) and in 2009 (Treaty of Lisbon). The Court of Justice of the European Union and the Court of Auditors follow particular practices for citing articles, according to whether they wish to refer to the earlier or later versions of these successive renumberings.

3.4.2. Order of publication

The order by which institutions and bodies appear in the different headings and sections of the Official Journal (L and C series) is as follows:

— Representatives of the Governments of the Member States (meeting within the Council or not),

— Council and the Representatives of the Governments of the Member States,

— European Parliament,

— European Council,

— European Parliament and Council,

— Council,

— European Commission,

— Court of Justice of the European Union,

— European Central Bank,

— Court of Auditors,

— High Representative of the Union for Foreign Affairs and Security Policy,

— European Economic and Social Committee,

— Committee of the Regions,

— European Investment Bank,

— European Ombudsman,

— European Data Protection Supervisor,

— bodies and agencies,

— bodies created by international agreements.

Under headings L III and C IV, the order of publication is as follows:

— EEA Joint Committee,

— EFTA Surveillance Authority,

— Standing Committee of the EFTA States,

— EEA Consultative Committee,

— EFTA Court.

For the protocol order of the different names of institutions and bodies, see Section 9.5.1

3.4.3. Countries

For the names and abbreviations of countries and the order in which they are listed, see Section 7.1 and Annexes A5 and A6.

NB: In references to agreements, arrangements, memoranda of understanding etc., for a State whose name has been changed, the name in force at the time of signing the aforesaid acts must be used and must not be replaced by the new name.

3.4.4. Languages and multilingual texts

For the names and abbreviations of official languages and the order in which languages and language versions appear, see Section 7.2.

3.4.5. Currencies

For the names and abbreviations of currencies and the order in which they appear, see Section 7.3 and Annex A7.

For the rules for expressing monetary units, see Section 7.3.3.

3.5. Lists

3.5.1. Listed points — punctuation

1. If the various points of a list are preceded by an introductory phrase, the phrase ends in a colon, even if it introduces another introductory phrase:

> Regulation (EC) No 1623/2000 is amended as follows:
>
> (1) Article 92 is amended as follows:
>
> (a) paragraph 2 is amended as follows:
>
> (i) point (c) is replaced by the following:
>
> '(c) the place of establishment …:'

2. Listed points which are preceded by a figure or a letter are separated by semicolons:

> The following, in particular, shall not be covered by the 12th indent of Article 9(2)(e) of Directive 77/388/EEC:
>
> (1) radio and television broadcasting services as referred to in the 11th indent of Article 9(2)(e) of Directive 77/388/EEC;
>
> (2) telecommunications services …;
>
> (3) supplies of the following goods and services:
>
> (a) goods, where the order and processing is done electronically;
>
> (b) CD-ROMs, floppy disks …

3. Listed points which are preceded by a dash are separated by commas:

> The reduction of 1 % per working day provided for in paragraphs 1 and 2 of Article 21 of Regulation (EC) No 796/2004 shall not apply to single applications or amendments thereto submitted until:
>
> — 6 June 2005 to the competent authorities for French Guiana,
>
> — 19 June 2005 to the competent authorities for Martinique,
>
> …

4. In tables, lists or annexes, punctuation may or may not be used after the listed points.

3.5.2. Listing of acts

When listing acts, neither the name of the adopting institution nor the type of act is not repeated if it is identical and the sequential number follows the author:

> Commission Directives 2003/90/EC ([3]) and 2003/91/EC ([4]) were adopted to ensure that the varieties the Member States include in their national catalogues comply with the …
>
> …
>
> ([8]) OJ L 254, 8.10.2003, p. 7.
>
> ([9]) OJ L 254, 8.10.2003, p. 11.

In the case of regulations, the abbreviation(s) for the Treat(ies) form an integral part of the number of the act and are therefore repeated for each number:

> Commission Decision 2010/89/EU of 9 February 2010 on transitional measures concerning the application of certain structural requirements of Regulations (EC) No 852/2004 and (EC) No 853/2004 of the European Parliament and of the Council to certain establishments for meat, fishery products and egg products and cold stores in Romania
>
> Directives 94/35/EC and 94/36/EC …

It is preferable to cite acts in chronological order.

3.6. Definition of an expression or of a word

To highlight an expression or word in a definition, it always appears within single inverted commas (double when already within inverted commas):

> The Commission notes that according to the Shipbuilding Regulation, ‘shipbuilding’ means building of self-propelled seagoing commercial vessels.

In a list, the expression or word is placed within single inverted commas:

> For the purposes of this Regulation, the following definitions shall apply:
>
> (a) ‘programming’ means the process of organisation, decision-taking and financing in several stages intended to implement … the joint action … to achieve the priority goals of the EAFRD;
>
> (b) ‘region’ means territorial unit …

3.7. Agreements and protocols

Agreements, protocols, declarations and conventions may be preceded by an act of secondary legislation, which generally approves them. They are ‘attached’ (and not ‘annexed’) to this act (decision or regulation).

Since these acts have also been signed by third countries, no changes to the text are permitted.

In treaties, agreements, etc. the full date is written in words: (see Section 2.5).

Summary tables

Content of the series

L	C ([1])	S
Legislative acts (L I) Non-legislative acts (L II) Other acts (L III) Acts adopted before 1 December 2009 under the EC Treaty, the EU Treaty and the Euratom Treaty (L IV)	Resolutions, recommendations and opinions (C I) Information (C II) Preparatory acts (C III) Notices (C IV) Announcements (C V)	Public contracts (calls for tender): works, supplies, services (open, restricted, accelerated procedures) Notices by European Union institutions, bodies, offices and agencies or Union programmes (e.g. European Development Fund, European Investment Bank, etc.)
([1]) Series supplemented by the C ... A and C ... E (see Section 1.1 'C series').		

Distinctive elements of regulations, directives and decisions (L I and L II)

Institution	Act	Nature of the act	Identifying components – legislative acts/non-legislative acts	Published under heading	Signatory
European Parliament + Council	Regulation	Legislative (ordinary legislative procedure)	1st citation: *Having regard to the Treaty ..., and in particular Article ... thereof,* + citation: *Acting in accordance with the ordinary legislative procedure*	L I	The President of the European Parliament + The President of the Council
	Directive	Legislative (ordinary legislative procedure)	1st citation: *Having regard to the Treaty ..., and in particular Article ... thereof,* + citation: *Acting in accordance with the ordinary legislative procedure*	L I	The President of the European Parliament + The President of the Council
	Decision	Legislative (ordinary legislative procedure)	1st citation: *Having regard to the Treaty ..., and in particular Article ... thereof,* + citation: *Acting in accordance with the ordinary legislative procedure*	L I	The President of the European Parliament + The President of the Council
	Decision (e.g. mobilisation of the European Globalisation Adjustment Fund)	Non-legislative	1st citation: *Having regard to the Treaty ...,* no citation about legislative procedure	L II	The President of the European Parliament + The President of the Council

European Parliament	Regulation	Legislative (special legislative procedure)	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* + citation: *Acting in accordance with a special legislative procedur*e	L I	The President of the European Parliament
	Decision	Non-legislative	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the European Parliament
Council	Regulation	Legislative (special legislative procedure)	1st citation: *Having regard to the Treaty…, and in particular Article … thereof,* + citation: *Acting in accordance with a special legislative procedure*	L I	The President of the Council
	Regulation (based directly on the Treaties)	Non-legislative	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Council
	Implementing Regulation	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Council
	Directive	Legislative (special legislative procedure)	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* + citation: *Acting in accordance with a special legislative procedure*	L I	The President of the Council
	Directive (based directly on the Treaties)	Non-legislative	1st citation: *Having regard to the Treaty…, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Council
	Implementing Directive	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article …* no citation about legislative procedure	L II	The President of the Council

	Decision	Legislative (special legislative procedure)	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* + citation: *Acting in accordance with a special legislative procedure*	L I	The President of the Council
	Decision (based directly on the Treaties, including CFSP Decisions)	Non-legislative	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* In the case of CFSP decisions: 1st citation: *Having regard to the Treaty on European Union, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Council
	Implementing Decision	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Council
Commission	Regulation (based directly on the Treaties)	Non-legislative	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission
	Delegated Regulation	Non-legislative	1st citation: *Having regard to the Treaty…,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission
	Implementing Regulation	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission
	Directive (based directly on the Treaties)	Non-legislative	1st citation: *Having regard to the Treaty…, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission

	Delegated Directive	Non-legislative	1st citation: *Having regard to the Treaty…,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission
	Implementing Directive	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission
	Decision (based directly on the Treaties)	Non-legislative	1st citation: *Having regard to the Treaty …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission Member of the Commission (if addressees)
	Delegated Decision	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission Member of the Commission (if addressees)
	Implementing Decision	Non-legislative	1st citation: *Having regard to the Treaty …,* + 2nd citation: *Having regard to …, and in particular Article … thereof,* no citation about legislative procedure	L II	The President of the Commission Member of the Commission (if addressees)

Numbering of Official Journals

Date	***Number***
From 1952 until 30.6.1967 (pagination for a whole year and year included)	OJ 106, 30.12.1962, p. 2553/62
As from 1.7.1967 (each number starts with page 1)	OJ 174, 31.7.1967, p. 1
As from 1968 (OJ L and C created)	**OJ L 76, 28.3.1968, p. 1** **OJ C 108, 19.10.1968, p. 1**
1978 (OJ S created)	OJ S 99, 5.5.1978, p. 1
1991 (OJ C ... A created)	OJ C 194 A, 31.7.2008, p. 1
31.8.1999 (OJ C ... E created)	OJ C 189 E, 26.7.2008, p. 1

Numbering of acts (L series)

Regulations	
Date	***Number***
From 1952 to 31.12.1962	Regulation No 17
1.1.1963 to 31.12.1967	Regulation No 1009/67/EEC
1.1.1968 to 31.10.1993	Regulation (EEC) No 1470/68
1.11.1993 to 31.12.1998	Regulation (EC) No 3031/93
1.1.1999 to 30.11.2009	Regulation (EC) No 302/1999 Regulation (EC) No 1288/2009
Since 1.12.2009	**Regulation (EU) No 1178/2009**

Directives, decisions		
Acts	***L I*** ***(Legislative acts)***	***L II*** ***(Non-legislative acts)***
Directive	Directive 2010/13/EU of the European Parliament and of the Council Council Directive 2010/12/EU	Commission Directive 2010/29/EU
Decision	Decision No 284/2010/EU of the European Parliament and of the Council	Commission Decision 2010/261/EU Decision 2010/204/EU of the European Parliament and of the Council Council Decision 2010/231/CFSP

Recommendations, guidelines (L II)	
Acts	***Number***
Recommendation	2009/1019/EU
Guideline	2009/1021/EU

NB: Recommendations are published:

— under L II: Council recommendations (Articles 121, 126 and 140 of the Treaty on the Functioning of the European Union), Commission recommendations (Article 292), European Central Bank recommendations (Article 292).

— under C I: European Parliament recommendations for the attention of the Council, Council recommendations, Commission recommendations, European Central Bank recommendations.

— under C III: European Central Bank recommendations (Articles 129 and 219).

EEA decisions, EFTA decisions and recommendations	
Acts	***Number***
Decision of the EEA Joint Committee	No 56/95 No 119/2009
Decision of the EFTA Surveillance Authority	No 133/09/COL
Recommendation of the EFTA Surveillance Authority	No 119/07/COL

Structure of an act

Article 1

Regulation ... is amended as follows:

1. Article 1 shall be replaced by the following:

'*Article 1*

1. .....
.....
.....
.....

.....
.....
.....
.....

2. .....
.....
.....
.....

Article 1a

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....,'

2. The following paragraph shall be added to Article 4:

'5. .....:

(a) .....
.....
.....;

(b) .....:

— .....
.....
.....
.....,

— .....
.....
.....
.....,

— .....
.....
.....
.....;

(c) .....
.....
.....
.....
.....,'

POINTS
ARTICLE
PARAGRAPHS (NUMBERED)
SUBPARAGRAPHS
first sub-paragraph
second sub-paragraph
paragraph 1
paragraph 2
Article 1
point 1
ARTICLE
PARAGRAPHS (UNNUMBERED)
first paragraph
second paragraph
third paragraph
Article 1a
Article 1
PARAGRAPH (NUMBERED)
POINTS
INDENTS
first indent
second indent
third indent
point (a)
point (b)
point (c)
paragraph 5
point 2
Designation
Reference

Part Two

General publications

4. Document preparation and identifiers

4.1. Authors, authorising departments, Publications Office and printshops

4.1.1. Authors and the Publications Office

The European Union's institutions, bodies and organisations may call upon the Publications Office in connection with any planned publication. The Office provides authors (inter alios) with the following services:

— preparation of publications in paper and multimedia form (CD-ROMs, DVDs, websites and electronic books) and contracts with external providers,

— graphic design,

— proofreading,

— printing on demand (POD),

— provision of identifiers (ISBN, ISSN, DOI, catalogue numbers — see Section 4.4).

NB: In the case of publications prepared by the Office itself, identifiers are assigned automatically.

Author correspondents

In order to assist authors in the preparation and follow-up of their work, the Publications Office has set up a network of author correspondents who liaise between the Office and the originating departments; they are responsible for overseeing all aspects of relations with their authors and they assist them throughout the production process, including in the task of putting together publication requests. The appointed correspondent may be contacted at any time to answer any questions regarding the progress of the work.

Procedure overview

The originating departments must first submit a service-provision request to the authorising department of their institution, body or organisation. A publication request is then drawn up and sent to the Publications Office, which issues an estimate or quotation to be used as a basis for preparing the order forms. In turn, the order forms are sent to the authorising department to be signed.

After receiving the final version of the manuscript and the signed order form, the Publications Office carries out typographical preparation and a preliminary reading of the document. At the end of the production process, the 'passed for press' form is issued after the number of copies, the ISBN, the catalogue number, the selling price (where applicable) and the delivery details have been checked.

After reception, the Publications Office carries out a quality acceptance of the publication and checks that the publication delivered corresponds to what appears on the invoice.

As regards periodicals, any change of title or appearance in the course of the year should be avoided, since such changes tend to complicate and delay the series and the cataloguing thereof, to hamper sales and to confuse readers.

For authors

Producing a publication? Creating a poster? Targeting an audience?
For answers to your questions on technical and administrative matters, please go to:

PubliCare **(http://www.cc.cec/publications/publicare/index_en.html)**

4.1.2. Project management at the Publications Office

The project managers' role

Project managers carry out the typographical preparation of the manuscript. The typographical information shown, the characters and formats selected and the timetable drawn up must reflect what is stated in the framework contracts and calls for tender and on the order forms.

The project managers then check the international identifiers (ISBN, ISSN, DOI (see Section 4.4)) and the Publications Office catalogue number (required for distribution by the Office and for default listing in the EU Bookshop catalogue).

Particular attention must be paid to the cover; if the thickness of the publication allows for it the title is printed on the spine.

The 'passed for press' form is issued after the preliminary pages (title, copyright, table of contents, etc.) have been checked. It must in all cases be given in writing to the printshop and must contain the following points:

— title of the publication,

— reference to the language(s) of publication,

— print run,

— main characteristics,

— delivery times, including information concerning deliveries on account and partial deliveries,

— place(s) of delivery, together with a breakdown of locations (where appropriate).

(a)

Graphic designers

The graphic-design office produces drafts and models for posters, pamphlets, covers and specimen pages, which can be submitted to authors before actual typesetting takes place.

Graphic designers can also help to develop visual identities (logos, graphs, etc.) and the graphic design of websites (visual presentation, banners, etc.).

4.1.3. Proofreading at the Publications Office

Proofreaders, who cast a fresh eye over the text to be published, are responsible for checking both linguistic matters (observance of language rules and conventions) and technical aspects (observance of typographical conventions). However, they are not revisers: proofreaders must remain impartial with regard to the author's intentions; the latter still bears sole responsibility for the substance of the text.

(a)

Finalisation of manuscripts

Manuscripts are handed to proofreaders for what is known as finalisation (typographical preparation and text reading). This stage, which precedes production, is aimed at rectifying any spelling and grammatical mistakes and at revealing any imprecision and inconsistency, so as to ensure that the message is perfectly comprehensible. A detailed examination must be carried out in order to ensure that there are no discrepancies in the manuscript. Any doubts or queries must be dealt with in close cooperation with the originating department.

Proofreaders are also responsible for harmonising the text on the basis of the interinstitutional rules and conventions laid down in this style guide.

NB: At the request, or with the prior agreement, of the originating department, more thorough editorial changes may be made (editorial revision of the text).

The page-numbering of the manuscript, which the originating department must do beforehand, is checked and, where necessary, completed. Any missing part of the manuscript must be reported immediately. The footnote markers in the text must be checked to make sure that they correspond to the actual footnotes themselves.

It is the originating department's responsibility to check that the language versions of a manuscript tally with one another. The Publications Office may, where necessary, carry out this check if the originating department agrees to allow sufficient time and provides the Office with the requisite financial resources.

The main purpose of manuscript finalisation is to facilitate typesetting in such way that subsequent additional costs can be avoided. The quality of the manuscript delivered to the printshop is therefore a key factor in the production process. If authors follow the instructions for preparing and presenting manuscripts (see Section 4.2) and ensure that the text is of the highest quality, they can keep production costs down and speed up production (as the 'passed for press' form can even be issued on the first proofs).

A defective manuscript can be sent back to its author.

A good manuscript is the key to fast, high-quality production.

(b)

Proofs and author's corrections

Proofs are reviewed by the proofreaders, who check that the text tallies with the manuscript provided and complies with the rules in force for each language. A set of first proofs is sent at the same time to the originating department for approval and for any author's corrections to be inserted.

Author's corrections on the proofs must be kept to a minimum. The originating department must insert its author's corrections clearly, legibly and in such a way that the proofreader is not obliged to review the text line by line (corrections should be in red, clearly visible, perhaps circled or marked in the margin; annotating author's corrections on a separate sheet should be avoided).

From the point of view of the printer, 'author's correction' means any correction on the proofs that differs from the original manuscript (improvements, corrections, harmonisations, updates, clarifications arising from a confusing or poorly prepared manuscript, etc.). Such corrections will be invoiced separately. At this stage, turns of phrase should not be changed, digital data received at the last minute (and more recently than the reference period of the work) should not be updated and punctuation marks should not be added in the quest for some form of elusive perfection.

Any additions or deletions — from a simple comma to a whole paragraph — are author's corrections that must as far as possible be avoided, on account of the delays and extra costs that they may entail. Such changes can be very costly and seemingly disproportionate in terms of the corrections requested. Even the smallest change can lead to the reworking of whole paragraphs, to a new page-setting for several pages or even the whole work, with potential impact on the pagination, on the table of contents and on references in the body of the text or the index (in the case of changes deemed essential, it is for the originating department to deal with any subsequent changes).

The typesetting usually requires two proofs, the second of which should enable any corrections made to the first to be checked. No author's correction should be accepted at the second proof stage.

Given the timescales involved with periodicals or urgent publications, a deadline for the final draft must be met by the originating department. This requirement ensures not only that work will be delivered on time but also that last-minute author's corrections (hence extra costs) can be avoided.

Please note that the Publications Office cannot agree to input author's corrections without the authorising department's formal consent.

4.2. Original documents (manuscripts)

Manuscripts have been produced in electronic format (Word, PDF, HTML, etc.) since the end of the 1990s. Text preparation and word processing are closely linked to the use of well-defined IT procedures (macros, spell-check programs, etc.). This section describes the procedures recommended to optimise the word processing of texts for publication, which can simply be in addition to the traditional work of preparing a text (linguistic preparation).

These recommendations are focused on the processing of files in Word format, since Word is the standard tool for inputting original documents in the European institutions. The basic principles described below can easily be adapted to any other software on the market.

4.2.1. Principle of a production chain

The original documents ('manuscripts') provided by the originating departments must undergo a meticulously organised preparation process. To ensure that production is efficient, and therefore speedy, it is advisable to set up 'production chains' between the originating departments, the Publications Office and the printers.

The term 'production chain' simply means common working principles applied right from the time the text is created electronically:

— style sheets/templates or markup protocols (see Section 4.2.2),

— standard writing rules (applying the rules and conventions of this style guide at the earliest possible stage of the document preparation procedure).

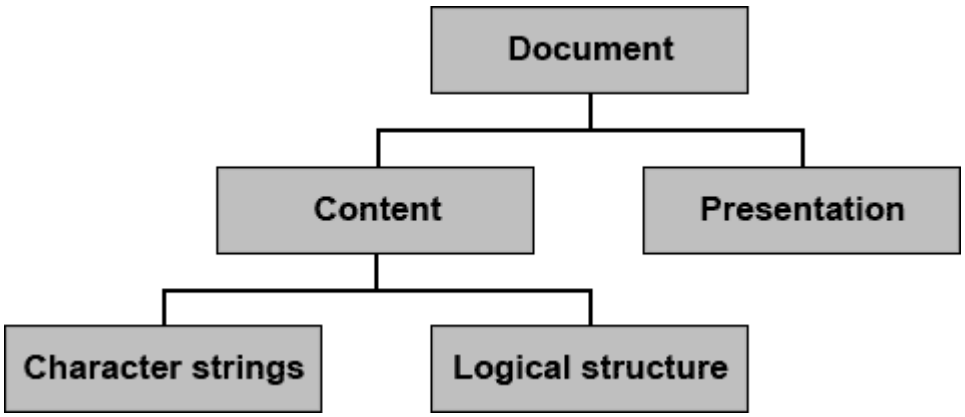
When starting any work, the project manager must work in close collaboration with the authors and printers to establish all the production parameters. This begins by defining the required file configuration. It is at this stage that the use of markup protocols or style sheets (see Section 4.2.2) must be precisely determined, as their definition is highly dependent on the contractors' transcoding/recovery programs.

Any action must extend as far as possible along the production chain, to cut out a whole range of pointless, possibly expensive, manual operations, which are often the source of errors. This makes production much faster, optimises quality and reduces production costs.

A stable and uniform work plan allows each party involved to optimise their procedures. By generalising the framework, identical procedures can be set up for all parties involved in production, particularly the contractors, which will allow the Publications Office and thus the authors to quickly switch to another contractor should unforeseen events arise, without the production process grinding to a halt.

4.2.2. Logical structure of documents

A printed document is composed of two elements: *content*, i.e. the character strings associated with their logical structure, and *presentation*.



Presentation, which falls into the category of typography, is finalised by the contractor in accordance with the instructions of the graphic designers. Very often the presentation of the original text, its page layout, etc. does not correspond to the final presentation of the text compiled by the contractor. So, when the manuscript is being prepared, it is pointless to try to stick too closely to the print presentation (for example, care must be taken not to insert manual text breaks, as these have to be removed when the document is processed by the contractor).

However, it is essential that the contractor can recognise the different parts of the text. To this effect, when inputting the document, it is important to either:

— apply a style sheet;

— apply markup following a well-defined protocol.

Style sheets

In order for the contractor to correctly interpret the text, it is crucial that the different text levels are correctly marked (headings, normal text, annotations, etc.).

To this effect, Word provides a simple solution, but it must be applied rigorously: styles. Each component of the text is differentiated by the application of a different marker (style):

— heading level (*Heading 1*, *Heading 2*, etc.),

— normal, justified, ragged, etc. text (*Normal*, etc.),

— references, boxes, footnotes, etc.

Each element must have a unique style attributed to it, preferably based on a logical structure.

Do not, for example, differentiate headings manually (bold, italic, etc.)!

Allowing each author to freely choose which styles they use can quickly lead to difficulties: namely that each work requires individual processing, with a profusion of styles that can very quickly become difficult to manage. This is why standardisation of styles is desirable.

Ideally, the style sheets applied to the different documents should have the same foundation (a standard sheet). At the same time, style sheets may be accompanied by actual templates, which respond to the diversity of presentations ('actual template' refers to the adaptation of a unique style sheet to the specific typographical presentation of the work being prepared).

The rigorous use of styles, especially in differentiating headings, provides an additional benefit in Word: it allows the author to generate a table of contents automatically, which is impossible when headings are differentiated manually.

Markup protocol

Another important technique for differentiating text elements is the application of a 'markup protocol', which specifically indicates the logical level of all text elements (e.g. chapter heading, section heading; normal text, indented text; references). A markup protocol must be developed using a description of the said elements, markers and the required typographical presentation.

Markers currently have a <MARKER> type format, e.g. <TCHAP> in the case of a marker for a chapter heading. They are based on SGML (standard generalised markup language). There have been many developments since SGML was first implemented, and at present XML is predominant.

The advantage of the markers used in these protocols is that they can be directly interpreted by desktop publishing programs (as well as by advanced word-processing programs), which makes the laborious process of finalising documents before printing redundant. The application of markup protocols needs to be agreed at a fairly early stage, ideally when the document is created.

In the case of a multilingual document, it is advisable to involve the institution's translation service. The translation service, which acts as a text multiplier by adding the required linguistic versions, can process the marked-up text, focusing on the content without wasting resources reproducing the presentation. It should also be pointed out that a marked-up text, which contains a minimum of formatting codes, is better suited to processing by advanced language technology tools.

4.2.3. Text preparation

Typing conventions

In order to optimise working practices with a view to production (whether paper, CD/DVD, Internet, etc.), it is essential to adhere to the following rules.

General	— Use plain text (no formatting). — Do not justify the text or use word splits or hyphens at the end of a line, even for compound words. — Follow punctuation spacing rules: see Section 6.4. — Be logical and consistent when processing the text (use the same parameters for identical elements of a document).
Special characters	— Use the special characters available. — Avoid all transliteration ('ss' for 'ß', 'ue' for 'ü', etc.). — Always use the numbers 1 and 0 on the keyboard, not upper case 'l' or 'O' in their place.

Numbers

— Numbers expressing a quantity: separate each group of three numbers by a fixed (protected) space, not a point (e.g.: 300 000).

— Figures expressing numbering, such as years, folios, etc.: no space (examples: 1961, p. 2064).

— Decimal numbers: in English texts, use a point on the baseline (example: 13.6). Special rules apply for the Official Journal and multilingual texts (see Section 6.5).

— Follow the rules for writing out numbers: see Section 10.5.

Protected spaces

— Use to prevent elements which must stay together from being separated at the end of a line.

— Use only in the following cases and the cases indicated in the rules of punctuation (see Section 6.4):

No•	OJ L•	10•000
p.•	OJ C•	Mr C.•M. Dupont

NB: In Word, the fixed space is obtained by typing Alt 0160 or Ctrl+Shift+space bar.

Graphics, images and tables

— Supply graphics and images in separate files, in high resolution format.

— Check copyright for images and illustrations.

— Clearly mark the place where the image/graphic is to be inserted using a marker (<IMAGE1>, <GRAPHIC1>, <TABLE1>, etc).

— Supply Excel files separately.

Quotation marks

— Use the quotation marks appropriate to the language.

— There are two levels of quotation marks in English (the Word shortcut is given in brackets):

level 1 (main quotation)	‘…’	(Alt 0145/Alt 0146)
level 2 (quotation within quotation)	“…”	(Alt 0147/Alt 0148)

Any further levels are repeats of levels 1 and 2.

Upper/lower case letters

— Never type a heading entirely in upper case letters. When required, the contractor can automatically capitalise a heading.

— Apply upper/lower case letters according to the rules of this style guide (see Section 10.4).

Footnotes

— Use only the function *Insert/Reference/Footnote*.

— It is pointless to manually reformat footnote numbers for a manuscript intended to be produced on paper. E.g.: Word generates 1 - / proofreaders apply ([1]). The contractor recovers only the *Footnote* function; it is then the responsibility of the contractor to reformat the footnote numbers correctly, following the conventions of this style guide.

— Footnotes must be clearly numbered in Arabic numerals (other symbols, such as asterisks or letters, should only be used in special cases).

— Avoid notes of the type ‘Idem’ or ‘Ibidem’, as the page layout of the printed work will be different to that of the original manuscript.

Dashes

— Use an em dash (Alt 0151) to introduce elements in a list.

Headings

— Do not use manual formatting. Instead, use a style sheet.

— If a particular style sheet does not exist, use Word styles (Heading 1, Heading 2, Normal, etc.).

— Never type a heading entirely in upper case letters.

NB: By using Word styles, a table of contents can be generated automatically when word processing is finished; when the document is converted into PDF to be put online, these headings will automatically generate hyperlinks (bookmarks), elements which play an essential role in making long PDF documents easier to consult online.

Other recommendations

When a manuscript is delivered in several batches, the originating department must supply a table of contents for the work (even if it is only provisional) along with the first section, so that proofreaders can gain an overview of the document.

The originating department must carefully check all manuscripts before sending them to the Publications Office. Revisions should be the exception and must be perfectly clear, legible and precise. Significant revisions made at the first proof stage may require parts of the document to be retyped, affect the page layout (sometimes disrupting it completely, leading to cumulative changes) and very often lead to additional proofs and re-checking, which would prolong production time and increase costs.

Finally, it is advisable wherever possible to avoid creating composite files consisting of texts produced with different software.

4.2.4. Camera-ready documents

In the case of documents intended for direct reproduction (camera-ready), the originating department must ensure that all the necessary corrections have been made to the text, as no further changes can be introduced at the reproduction stage, other than in exceptional circumstances.

The text must be carefully re-read after it has been typed and before the final page layout is established. The page layout must also undergo thorough typographical checks before production can begin.

Camera-ready text should be paginated continuously starting with the title page and including blank pages. It should be noted that, in general, sections and chapters start on a recto (right-hand) page, bearing an odd number. If a section or chapter should end on a recto page, it must be followed by a blank page to make up the verso (left-hand) page, bearing an even number. For example, if Chapter 1 ends on page 19, page 20 will be blank and Chapter 2 will begin on page 21.

The space before a title or subtitle should be larger than that which separates it from the text.

There should be two carriage returns between paragraphs and subparagraphs.

Do not start a page with the last line of a paragraph. If this is the case, it is preferable to leave a line on the previous page, even if it exceeds the margins. Avoid ending a page with a title or subtitle, a dash or the first line of an enumeration (a list).

Quotations and enumerations should not be indented.

4.3. Publication types

Document identification and classification is governed at international level by different agreements and standards, most notably the following:

— ISO 690-2 (1997): bibliographic references
http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=25921

— ISO 5127:2001: information and documentation, glossary
http://www.iso.org/iso/iso_catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=33636

— ISO 2108:2005: international standard book number (ISBN)
http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=36563
http://www.isbn-international.org/faqs

— ISO 3297:2007: international standard serial number (ISSN)
http://www.iso.org/iso/iso_catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=39601

— international standard bibliographic description (ISBD), International Federation of Library Associations and Institutions (IFLA)
http://www.ifla.org/files/cataloguing/isbd/isbd-cons_2007-en.pdf

ISO standards can be obtained from ISO members, a list of which is available from the ISO website (http://www.iso.org/iso/about/iso_members.htm).

According to these standards and agreements, publications can be divided into two major categories: monographs and continuing resources.

4.3.1. Monographs

Pursuant to ISO 2108:2005 (ISBN), monographs are non-serial publications, which may be complete in one volume or intended to be complete in a limited number of separate volumes, which may or may not be published simultaneously, and made available to the public in any product format (hardback, paperback, audiobook on cassette, CD, DVD, Braille book, website, electronic book, etc.).

Monographs in several volumes consist of a predetermined number of physically separate parts (separate volumes), with the exception of publications in instalments. They are intended to form or are published as a complete work. The separate parts may have their own title and statement of responsibility.

Each monograph is identified by an international standard book number (ISBN) (see Section 4.4.1).

4.3.2. Continuing resources

Pursuant to ISO 3297:2007 (ISSN), continuing resources are works made available to the public in any media format as successive or integrated issues which generally carry a numerical order or chronological indication, and which do not have a predetermined publication duration. Continuing resources include:

— serial publications, which are defined as resources published in successive issues or separate parts with no predetermined conclusion, and which are generally numbered, such as newspapers, magazines, periodicals, printed or electronic journals, annual publications (reports, yearbooks, directories, etc.), memoirs and collections of monographs;

— ongoing integrating resources, which are defined as continuing resources which are completed by updates integrated into the body of the work, with no predetermined conclusion (databases, loose-leaf publications that are continually updated or websites that are continually updated, such as the online version of this style guide).

NB: A collection is a set of separate publications, each with their own title, linked together by a collective title applying to the set. This collective title is the proper title of the collection. Each separate publication may or may not be numbered. Publications that are part of a collection may be monographs or serial publications.

Each continuing resource is identified by an international standard serial number (ISSN) (see Section 4.4.2).

4.3.3. Combined serial publications and monographs

Some serial publications, such as yearbooks and monographic collections, can also be considered as monographs for certain purposes, such as marketing. It must be possible to purchase them either individually or through a subscription.

These publications must be considered first and foremost as serial publications and be assigned an ISSN. They are then assigned an ISBN as monographs.

4.4. Identifiers

The Publications Office has since 2001 acted as the official agency assigning the following identifiers to publications issued by European Union institutions, bodies and organisations: international standard book number (ISBN); international standard serial number (ISSN) for serial publications and other continuing resources; and digital object identifier (DOI). These international identifiers are used to classify publications all over the world in an unequivocal and exclusive way. An internal identifier (catalogue number) is also assigned for every product (book, leaflet, poster, etc.) in any format (paper, electronic, CD/DVD, etc.).

In order for an identifier to be assigned to a work, the originating services must provide the Publications Office with two physical copies of the work, in addition to sending the electronic version (PDF). The catalographic card can then be completed, which makes it easier to promote the publication and distribute it through EU Bookshop.

The Publications Office automatically assigns an identifier whenever it receives a publication request.

4.4.1. International standard book number (ISBN)

Any monographic publication (see Section 4.3.1) is assigned an international standard book number (ISBN) by the Publications Office.

The assignment of an ISBN has no legal meaning or value with regard to copyright of the work concerned or its content.

An ISBN cannot be modified, replaced or reused once it has been assigned to a product.

A separate ISBN is required for:

— each language version of a publication;

— each separate format of a product (in the case of a work published and made available in versions in different formats (PDF, HTML, etc.), each version must be allocated a separate ISBN);

— each separate edition containing significant amendments affecting one or more parts of a product, and also in cases where the title has been changed; on the other hand, it is not necessary to assign a separate ISBN to a product if only the price has been changed or the product has undergone only slight amendments, such as correction of printing errors, if the edition, form and publisher remain unchanged;

  any amendment to the form of a product (hardback, paperback, online version, etc.).

In the case of multiple volumes, an ISBN is assigned to each volume and a collective ISBN is assigned to the set of volumes. The collective ISBN and the ISBN of the respective volumes must be printed on the reverse of the title page of each volume.

NB: A separate chapter within a work may also be assigned an ISBN if it forms a complete whole. Separate parts (for example, chapters) of monographic publications, separate drawings or articles taken from continuing resources made available separately may also be identified by an ISBN.

Where a publication is published jointly or as a co-edition by two or more publishers, each publisher may assign its own ISBN and display it on the copyright page. However, only one ISBN in barcode form must appear on the back cover or dust jacket of a publication.

An ISBN must also be assigned to loose-leaf publications with a predetermined publication end date (i.e., which are not intended to be published indefinitely). On the other hand, continually updated loose-leaf publications (integrated resources) or updated individual parts must not be assigned an ISBN.

ISBN location and display

The ISBN, which must always appear on the product itself, has since 1 January 2007 comprised 13 digits organised into five groups, preceded by the prefix ISBN followed by a space:

— Group 1: prefix or EAN (European Article Numbering) code defining the ‘book’ as the article identified (the prefixes currently available are 978 and 979);

— Group 2: group identifier (92 = international organisations);

— Group 3: publisher identifier (author code);

— Group 4: title identifier (within the publisher’s production);

— Group 5: check digit.

ISBN 978-92-79-00077-5

Printed publications

For printed publications, the ISBN must be printed on the reverse of the title page (see example under Section 5.3.1(a)). If that is not possible, it must appear at the bottom of the title page or be included with the copyright notice.

It must also appear in barcode form on the lower portion of the back cover if possible and/or the lower portion of the dust jacket, with the EAN (European Article Numbering) barcode numbers following ISO 15420. The 13-digit segmented ISBN (containing hyphens) is printed above the barcode, while the EAN is printed below it.

Electronic publications or other types of non-printed products

For online publications, the ISBN must be included on the title screen or its equivalent, and/or on the screen displaying the copyright notice.

For any other product (CD-ROM, DVD, etc.), the ISBN must appear on a label permanently affixed to the product or, if that is not possible, on the lower portion of all the product’s permanent packaging (box, sleeve, holder, etc.).

The ISBN must also be included in all metadata contained within the publication or product.

In the case of a publication in different formats, only one ISBN is required if they are packaged together; if they are distributed separately, each version must be assigned an ISBN. Furthermore, all ISBNs must be listed together in each version, with a brief indication of the format in brackets, as in the following example.

ISBN 978-951-45-9693-3 (paperback)
ISBN 978-951-45-9694-0 (hardback)
ISBN 978-951-45-9695-7 (PDF)
ISBN 978-951-45-9696-4 (HTML)

The ISBN must also be indicated on any material accompanying the publication.

Useful ISBN links

International ISBN agency:
http://www.isbn-international.org/en/revision.html

13-digit ISBN user guide (in French):
http://www.afnil.org/pdf/Guide%20d'implémentation%20ISBN13.pdf

ISBN user's manual:
http://www.isbn.org/standards/home/isbn/international/html/usmcop.htm

13-digit ISBN FAQs:
• http://www.afnil.org/pdf/FOIRE%20AUX%20QUESTIONS%20ISBN13.pdf (in French);
• http://www.isbn-international.org/faqs

EAN.UCC system:
http://www.ean-int.org/

ISO 2108:2005: international standard book number (ISBN):
http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=36563

ISO standards can be obtained from ISO members, a list of which is available from the ISO website
http://www.iso.org/iso/about/iso_members.htm

4.4.2. International standard serial number (ISSN)

Continuing resources (serial publications and ongoing integrating resources — see Setion 4.3.2) must be identified by an international standard serial number (ISSN), which is assigned by the Publications Office.

The allocation of an ISSN has no legal meaning or value with regard to the copyright of the work concerned or its content.

An ISSN is assigned exclusively for:

— the entire lifespan of a title;

— each language version;

— each edition (monthly, annual, etc.);

— each separate format.

In the case of multiple volumes, an ISSN is assigned to the key title, regardless of the number of volumes it comprises. An ISSN can also be assigned to a collection of monographs as such, with an ISBN being assigned to each volume in the collection.

The ISSN is permanently associated with a 'key title', created by the ISSN network at the time the resource is registered. The key title is unique to each specific continuing resource.

A new ISSN (and a new key title) must be assigned to a continuing resource if:

— the title changes significantly;

— the format is changed.

Any supplement or sub-series that may accompany a continuing resource must be assigned its own ISSN (and thus a specific key title).

ISSN location and display

An ISSN is composed of two groups of four digits (Arabic numerals) separated by a hyphen and preceded by the letters ISSN followed by a space. The last character (the control character) may be an X:

ISSN 0251-1479

The ISSN must be printed clearly on or in the first issue of a serial publication and on or in any subsequent issue, as well as on or in each version of an ongoing integrating resource.

Where an ISSN is accompanied by another identifier, such as an ISBN in the case of a volume in a collection, the two numbers must appear together, each identified by the required prefix (ISBN, ISSN, DOI, etc.).

If a continuing resource has been assigned several ISSNs for different titles (such as the title of a main collection and the titles of its sub-collections), all the ISSNs must be printed on the resource, and be distinguished by the inclusion of (for example) the complete or abridged title in brackets.

In the case of publication in different formats (which are assigned different ISSNs and key titles), the relevant ISSNs may appear on the continuing resources, distinguished as in the following example.

ISSN 1562-6585 (online version)
ISSN 1063-7710 (printed version)

For printed works, the ISSN must appear on each issue, in the upper right-hand corner of the cover or, if that is not possible, printed clearly and visibly on one of the following (in order of preference): title page, sleeve, data box, back cover, copyright page or masthead area.

For works in electronic format (online works, CD-ROM, etc.), it must be included on the title screen or, if that is not possible, on the main menu as well as, if possible, on any label permanently affixed to the publication. If it is not possible to display the ISSN on the product or its label, it must appear on the container.

For online resources, the ISSN must also appear in the metadata (in the identification field).

Linking ISSN (ISSN-L)

Pursuant to ISO 3297:2007 (ISSN), a linking ISSN (ISSN-L) is assigned to a continuing resource (see Section 4.3.2) to link together the various medium versions of the resource, regardless of the number of versions (each version must itself be assigned a separate ISSN).

The ISSN-L is composed of a sequence of two groups of four digits separated by a hyphen and preceded by the letters ISSN-L as in the following example.

ISSN-L 0251-1479

An ISSN-L must be changed when the titles of all medium versions of a resource undergo a major change at the same time. A new ISSN is then assigned to each separate version and a new ISSN-L to the collection.

Useful ISSN links

ISSN International Centre:
http://www.issn.org/

ISSN manual:
http://www.issn.org/2-23264-ISSN-Manual.php

ISO 3297:2007: international standard serial number (ISSN)
http://www.iso.org/iso/en/iso_catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=39601

ISO standards can be obtained from ISO members, a list of which is available from the ISO website
http://www.iso.org/iso/about/iso_members.htm

4.4.3. Digital object identifier (DOI)

The digital object identifier (DOI) system is used for identifying a product in a digital environment and is designed to ensure the perenniality of hypertext links. It may be applied to:

— an entire publication,

— a photo,

— a table,

— a chapter, etc.

Each DOI is unique and permanent. A document keeps the same DOI for its entire lifetime and, if ever the document is deleted, the DOI will not be reused.

The DOI number is composed of a prefix and a suffix, separated by a forward slash. It must be in the following format (preceded by the lower-case letters 'doi' followed by a colon, with no space), as shown in the following example.

doi:10.2788/14231

In principle, the location of the DOI follows the same rules as the ISBN or ISSN.

Useful DOI links

International DOI Foundation (IDF):
http://www.doi.org/

The DOI® handbook:
• http://www.doi.org/hb.html
• http://www.doi.org/handbook_2000/DOIHandbook-v4-4.pdf

DOI name information and guidelines (2009):
http://www.crossref.org/02publishers/doi-guidelines.pdf

4.4.4. Catalogue number

In addition to the international identifiers, all works created by the Publications Office are assigned an internal identifier, i.e. a catalogue number.

This is an internal Publications Office management tool, used for distribution purposes. It is used to categorise publications in catalogues, amongst other things. It is also used as an identification key in various IT applications, as is the case for EU Bookshop, the European institutions' online bookshop.

The catalogue number is printed on the back cover, in the upper right-hand corner; if that is not possible, it must be clearly visible elsewhere on the work.

5. Structure of a publication

5.1. Cover

5.1.1. Components

The cover of a book consists of four pages referred to as the front cover, the inside front cover, the inside back cover and the back cover. If the book is thick enough the title should be printed on the spine, reading downwards. The type size used must be in proportion to the width of the spine.

The front cover carries the name and emblem of the editor, the title of the publication and, if appropriate, the subtitle and name of the author (particularly in the case of co-editions).

— *Title*: This should be short, striking and meaningful. In the case of an annual report or a study relating to a given period, the year or period form an integral part of the title or subtitle.

— *Subtitle*: The title of the work may be supplemented by a subtitle in smaller characters.

— *Editor's emblem*: This appears only on the front cover.

— *Author's name*: If it appears on the front cover, it should also appear on the title page.

NB: The title of a directorate-general of an institution or body must not appear on the front cover, except for Eurostat and the Publications Office. However, it may be included on the title page.

— *Volume number*: If there are several volumes, they should be numbered in Roman numerals.

The inside front cover remains blank.

The inside back cover carries a notice relating to EU Bookshop (see the example in Section 5.1.1(c)).

The back cover shows the selling price, if applicable, the Publications Office emblem, the ISBN (international standard book number), also printed in the form of a bar code, and the catalogue number (see the example in Section 5.1.1(d)):

— *Selling price*: The basic price for each publication is fixed in euros. All the prices printed on the covers of publications, and in cataloguing data and catalogues, appear in the following standardised form:

Price (excluding VAT) in Luxembourg: EUR …

— *The Publications Office emblem*: The Office's emblem appears at the bottom of the back cover. The name of the Publications Office of the European Union is printed in one of the Community languages for single-language publications and in several languages for multilingual publications.

(a)

Specific norms for periodicals or series

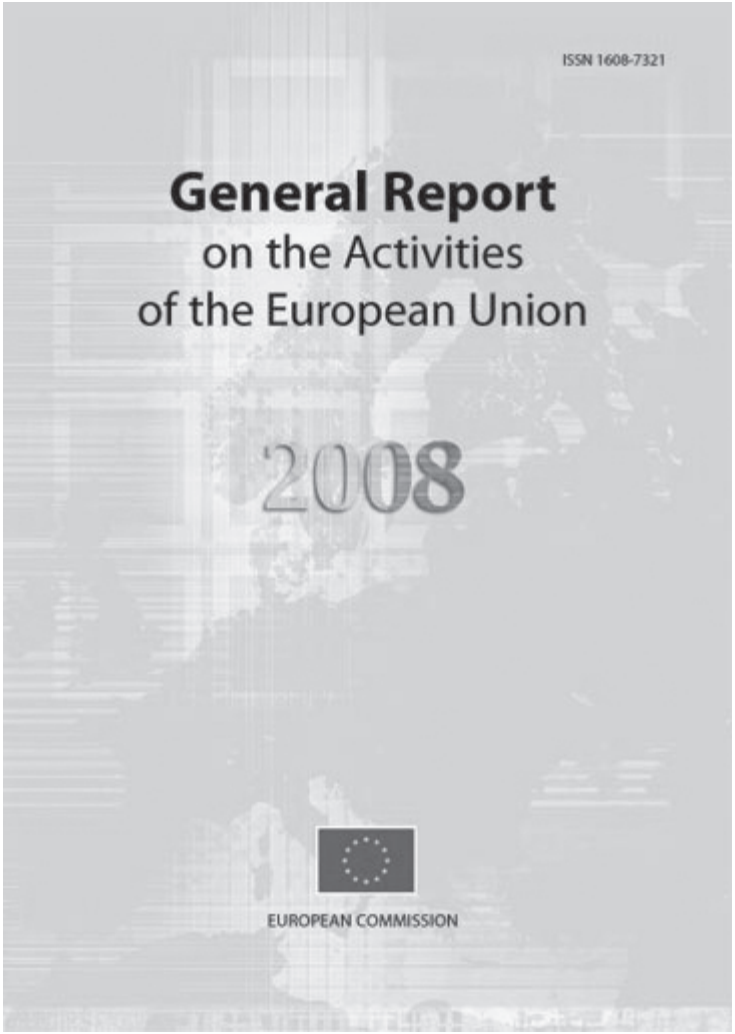
In serial publications, the ISSN (international standard series number) is included with the aforementioned items. It is printed at the top right-hand corner of the front cover.

It should be noted that some periodicals have no cover as such. In these cases, the title of the periodical, as well as the number and year, must appear on the front cover. In some cases, the inside front cover and the inside back cover are used for a summary of the contents. The yearly publication cycle should coincide with the calendar year.

The prices (subscription and individual issues) are given on the back cover, together with the catalogue number and the Publications Office emblem.

(b)

Front cover



ISSN

Title

Year

European emblem

Editor

(c)

Inside back cover (notice relating to EU Bookshop)

HOW TO OBTAIN EU PUBLICATIONS

Free publications:

- via EU Bookshop (http://bookshop.europa.eu);
- at the European Union's representations or delegations. You can obtain their contact details on the Internet (http://ec.europa.eu) or by sending a fax to +352 2929-42758.

Priced publications:

- via EU Bookshop (http://bookshop.europa.eu).

Priced subscriptions (e.g. annual series of the *Official Journal of the European Union* and reports of cases before the Court of Justice of the European Union):

- via one of the sales agents of the Publications Office of the European Union (http://publications.europa.eu/others/agents/index_en.htm).

(d)

Back cover

Catalogue number

Selling price

DOI

Emblem of the Publications Office

ISBN

5.1.2. Use of colour on covers

The use of colour on covers should be confined to the graphic design in general, and for distinguishing collections and series.

The use of a colour code to indicate the language is not practicable, because of the number of official languages and the risk of confusion.

5.2. Title page

The title page features:

— the editor (see Section 4.4.1);

— the title of the work and, if applicable, the subtitle (see Section 5.1.1);

— the number of the edition (new edition or reprint) and/or year;

— the seat of the editor (this must be indicated for each editor according to the relevant treaty or protocol);

— the author's name (see Section 5.1.1),

NB: The title of a directorate-general may appear on the title page, but not on the front cover.

— the volume number if the work is in several volumes (see Section 5.1.1);

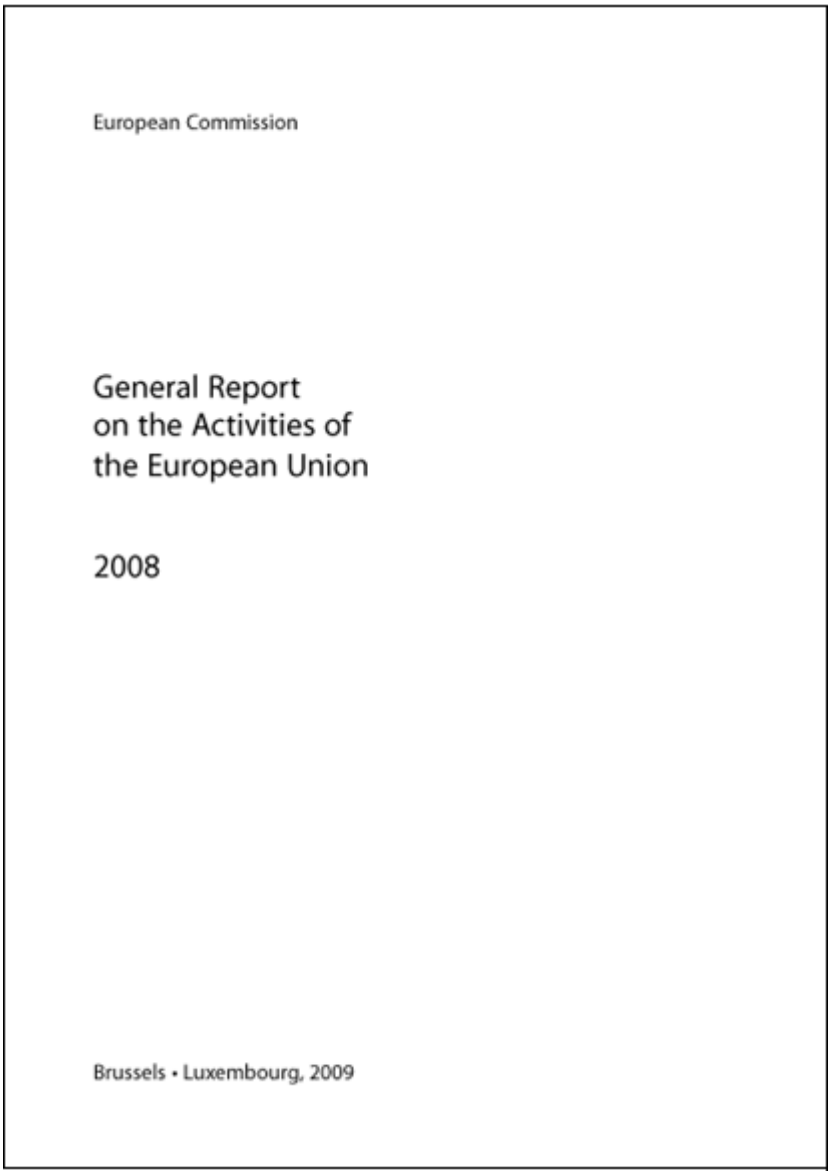
— the title of the collection or series and the serial number if applicable.

New editions and reprints

If a publication undergoes major changes to its text or typography, a new edition must be published (and the number of the edition indicated).

In the case of a simple reprint (with no changes), the dates of the various reprints may be given.

Title page



Editor

Title
(the year or period covered must form part of the title for an annual report or a study bearing on a given period)

Seat of the editor

5.3. Verso of the title page

5.3.1. Components

The following items feature on the verso of the title page, in this order:

— at the top of the page, if appropriate, any disclaimers regarding the liability of the author service (legal notice) (see Section 5.3.3),

— a box concerning Europe Direct,

— an information note containing the Europa Internet address,

— a note on the cataloguing data (see Section 5.4),

— the place of publication (the seat of the Publications Office),

— the name of the publisher and the year of publication (within the meaning of Decision 2009/496/EC, Euratom of 26 June 2009, the publisher is the Publications Office of the European Union),

— identifiers (ISBN, DOI, etc.) (see also Section 4.4),

— copyright details (with any explanation/authorisation on publication reproduction) (see also Section 5.3.2),

— the words '*Printed in [country]*',

— if appropriate, a note relating to the type of paper used (see Section 5.3.4),

— if appropriate, copyright relating to illustrations, if this is not indicated directly next to the illustration (see Section 5.3.2).

NB: The year of publication is given after the name of the actual publisher in order to distinguish it clearly from the year of copyright (see Section 5.3.2(b)).

(a)

Verso of the title page

This text was adopted by the European Commission on 9 February 2010.

Legal notice (author)

Europe Direct is a service to help you find answers to your questions about the European Union.

Freephone number (*):
00 800 6 7 8 9 10 11

(*) Certain mobile telephone operators do not allow access to 00 800 numbers or these calls may be billed.

More information on the European Union is available on the Internet (http://europa.eu).

Internet address

Cataloguing data can be found at the end of this publication.

Note on the cataloguing data

Luxembourg: Publications Office of the European Union, 2010

Place and year of publication, actual publisher

ISBN 978-92-79-10131-1
doi:10.2792/16582

Identifiers

© European Union, 2010
Reproduction is authorised provided the source is acknowledged.

Copyright

Printed in Belgium

PRINTED ON ELEMENTAL CHLORINE-FREE BLEACHED PAPER (ECF)

Notice on the type of paper

5.3.2. Copyright

Institutions and bodies

The copyright is the exclusive right that an author or an editor holds to exploit for a given duration a literary or artistic work. In the case of official publications of the Union institutions or bodies, **the copyright belongs to the European Union** as a whole, and not to each institution or body individually.

Protection formalities are satisfied if all copies of a publication have a copyright notice, **reproduction rights**, informing the public of the protection of the author's rights in the publication in question.

© European Union, [year]

Before implementation of the Lisbon Treaty (up to 30 November 2009):
© European Communities, [year]

Euratom
Documents drawn up within the scope of the EAEC Treaty (and under the EAEC budget line) must carry their own reproduction rights: © European Atomic Energy Community, [year]

The reproduction rights may be accompanied by an **explanation** modulating the degree of protection. If not, the work is entirely protected, subject to the exceptions laid down in the various national legislation and international conventions.

Requests for publication must include a proposal on whether or not to reserve copyright, followed by the words '*Printed in [country]*', in one of the following forms:

— sole reserve, showing that the publication is entirely protected:

© European Union, [year]
Printed in [country]

— limited protection, with explanation:

© European Union, [year]
Reproduction is authorised provided the source is acknowledged.
Printed in [country]

— it would not be appropriate to copyright certain publications produced for information or publicity purposes:

Not subject to copyright
Printed in [country]

Copyright also applies to electronic publications, and thus to any text published on the Internet. See also the Europa webpage on copyright notice (http://europa.eu/geninfo/legal_notices_en.htm).

It is also essential to indicate clearly the source of any part (photographs, illustrations, graphs, texts, etc.) whose copyright belongs to a third party, for the reproduction of which the author service (institution, body, organisation) will have obtained prior written authorisation for reproduction, limited to their publication, non-transferable to other parties, from the holder of the rights (see Section 5.11(a)).

(a)

Decentralised organisations (agencies)

Although the rights of the texts originating in the services of the institutions or bodies belong to the European Union, this is not the case for publications from the decentralised organisations (agencies) (see Section 9.5.3 for full list). **An organisation must therefore be designated by name as holder of the copyright.** The first two formulas appear in the following forms:

> © European Environment Agency, [year]
> *Printed in [country]*

> © European Environment Agency, [year]
> Reproduction is authorised provided the source is acknowledged.
> *Printed in [country]*

NB: The Publications Office of the European Union forms part of the Commission for administrative purposes; thus it uses the European Union's copyright formulas (up to 30 November 2009: 'European Communities').

(b)

Note on the year

The duration of protection of a Union publication in a given language begins from the date of its first publication. The year in the copyright notice is therefore not the year of publication of the original language version, but that of publication of the language version in question.

When a publication is first printed in a given language, the year of publication and the copyright year are the same. In the event of reprinting, the copyright notice remains unchanged. On the other hand, in the case of new editions, which constitute new publications, the date of the copyright notice should correspond to the year of publication of the new edition.

5.3.3. Legal notice (disclaimer formula)

A legal notice can also be used by the author. The standard formula is as follows (this example is applicable to Commission publications, but can be adapted to other author institutions or bodies).

> Neither the European Commission nor any person acting on behalf of the Commission is responsible for the use which might be made of the following information.

Other standard formulas are also available according to the origin and/or destination of the publication, and they too can be adapted to the author institution or body.

> This document should not be considered as representative of the Commission's official position.

> This report does not involve the European Commission in liability of any kind.

> The contents of this publication do not necessarily reflect the position or opinion of the European Commission.

> The opinions expressed are those of the author(s) only and should not be considered as representative of the European Commission's official position.

5.3.4. Note relating to the type of paper

Whenever it is applicable, the note relating to the type of paper used should take one of the following forms:

— new paper:

PRINTED ON ELEMENTAL CHLORINE-FREE BLEACHED PAPER (ECF)

PRINTED ON TOTALLY CHLORINE-FREE BLEACHED PAPER (TCF)

— recycled paper:

PRINTED ON RECYCLED PAPER

PRINTED ON PROCESS CHLORINE-FREE RECYCLED PAPER (PCF)

In the case of recycled paper, never use the words 'chlorine-free bleached' because it is impossible to certify the origin of all paper used in the recycling process (and therefore to guarantee that it is chlorine-free). However, the recycling process itself can be carried out without chlorine.

5.4. Cataloguing data

The cataloguing data appear on the last recto page of the work, which should not be numbered. These data comprise the following information:

— editor;

— title of work (see Section 5.1.1);

— subtitle (see Section 5.1.1);

— author(s) and any other contributors (see Section 5.1.1);

— place of publication, publisher (see Section 5.3.1);

— year of publication (see Section 5.3.1), number of pages, number of illustrations, format;

— where appropriate, title of collection or series;

— identifiers (ISBN (see Section 4.4.1), ISSN (see Section 4.4.2), DOI (see Section 4.4.3));

— where appropriate, sales price (see Section 5.1.1);

— where appropriate, analysis or summary (approximately 200 words).

Page-count and number of illustrations

The page-count of a publication is in principle defined according to the number of the last printed page. Preliminary pages, where present, are numbered separately with Roman numerals and are counted separately. Information on illustrations (plates, tables, graphs) is included with information on the volume, separated by a comma:

2010 — VIII, 248 pp., 18 photos, 10 tab., 5 graphs — 16.2 × 22.9 cm

Summary

The summary or abstract must cite the objectives and the subject of the work, or the reasons for which it was written if that is not self-evident from the title. The methodological principles, the sources and main themes should be indicated. The results and conclusions should be clearly shown.

Use keywords that could be utilised by a computer to select texts. Conversely, avoid the use of obscure terms, acronyms, abbreviations or symbols unless they are defined in the summary.

(a)

Cataloguing data

European Commission	**Editor**
General Report on the Activities of the European Union — 2008	**Title**
Luxembourg: Office for Official Publications of the European Communities	**Place of publication, publisher**
2009 — 266 pp. — 16.2 × 22.9 cm	**Year of publication, number of pages, format**
ISBN 978-92-79-10131-1 doi: 10.2792/16582	**Identifiers**
Price (excluding VAT) in Luxembourg: EUR 25	**Sales price**
The *General Report on the Activities of the European Union* is published annually by the Commission as required by Article 212 of the EC Treaty and Article 125 of the EAEC Treaty. The Report is presented to the European Parliament and provides a general picture of Community activities over the past year.	**Summary**

5.5. Preliminary pages and end-matter

5.5.1. Dedication

The dedication is generally very short and is printed in characters smaller than those used for the rest of the work. It is placed just above the optical centre of the page. The verso remains blank.

5.5.2. Foreword, preface and introduction

There is often confusion among these three preliminary texts, including in the terminology between languages. The distinction in English is shown below.

Foreword

As with the preface the foreword may be placed before the contents page. It is written by someone other than the author, often a prominent public figure, and comprises background information on the work and/or the author. It too may be printed in a different typeface.

Preface

Because it is not part of the text, the preface is usually placed before the contents page. Written by the author personally, it concerns the work as a whole. The preface may be printed in a different typeface from that used for the main text.

Introduction

This is placed after the contents page and is considered part of the text. It is primarily a preparation for, or explanation of, the text itself.

5.5.3. Contents

The contents is a table made up of the exact titles that form the sections of the work. Opposite each title, the page number on which each section begins is indicated, sometimes linked to it by leaders (a series of dots).

In addition to a general contents, each section may also have a subsidiary contents. It is standard practice for the general contents to be placed at the beginning of a work.

The contents may be followed by a list of illustrations and a list of tables and graphs.

5.5.4. Bibliographies

Reference to a complete work

The following order should be adopted:

(i) author's surname and initial(s) or first name followed by a comma;

(ii) title of the work in italic and, where appropriate, edition number;

(iii) publisher; place of publication; year of publication; relevant pages, etc.:

> Butcher, J., *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, 1975, p. 17.

Reference to part of a work (contribution or article) or an unpublished paper or mimeograph

The following order should be adopted:

(i) author's surname and initial(s) or first name followed by a comma;

(ii) title of the contribution, article, unpublished paper or mimeograph, within quotation marks;

(iii) title of the work in italic; where appropriate the number of the edition;

(iv) publisher; place of publication, year of publication; relevant page(s):

Hamm, E., 'Return of the English breakfast', *International Cuisine*, Vol. X, No 1, Unwin, London, 1980, pp. 31–34.

Reference to a periodical or one of a series

The following order should be adopted:

(i) if known, title of the article (within quotation marks);

(ii) title of the periodical or the series (in italic);

(iii) number, date or frequency;

(iv) publisher, place of publication, year of publication:

'Economic transformation in Hungary and Poland', *European Economy* No 43, March 1990, Office for Official Publications of the European Communities, Luxembourg, 1990, pp. 151–167.

NB: Since 1.7.2009: 'Publications Office for the European Union'. Make sure that the original name is kept for publications issued before that date.

General

References are cited in the text using the author's surname and year of publication, for example (Barrett, 1991), and the bibliography is printed in alphabetical order. Where an author has two or more publications cited from the same year, they should be listed as a, b, and so on, for example (Barrett, 1991a).

For convenience, the usual abbreviations should be used: cont., p., Vol. etc. (see Annex A3). Any explanatory information such as publishing frequency, place of publication, etc., should be given in English, even if the publication is only available in another language.

Buigues, P., 'Les enjeux sectoriels du marché intérieur', *Revue d'économie industrielle*, No 45, monthly, Brussels, 1988.

5.5.5. Index

An index is a detailed list of subjects, persons, places and events, etc. mentioned in a publication, indicating their exact position in the text.

An index can be classified according to different criteria: alphabetical, by subject, chronological, numerical, etc.

Often a number of classification subsystems are used in the same index.

Special indexes (of authors, place-names, etc.) can be compiled or all the entries can be contained in a general index.

Presentation of an index

In the print production process, once the work has been made up, the author service must complete and check the index (for example, the author is reponsible for entering the relevant page number(s) against each entry).

If the index to a book is published in a separate volume its title should give the author, title, place and date of the publication concerned, as they appear on the title page.

The title of the index to a periodical or serial publication must give the complete title, volume number and period covered.

In the case of periodicals, it is recommended that cumulative indexes be produced in addition to the volume indexes. References should then give the year and volume number.

If each section of a volume is paginated separately the number or date of the section should be included in the reference.

Running titles must appear on the recto and verso of each sheet and should include the title of the work and type of index. In the case of a large index, it is advisable to print the initial letters of the first and last word, or the words in full, at the top and at the outer edge of each page.

If the index comes at the beginning of the publication, its pagination must be distinct from that of the text.

Indexes to periodicals or other serial publications must be published for each volume, and yearly if possible. In the same way, cumulative indexes must be published at regular intervals.

5.6. Divisions of the text

The text of a work must be presented in such a way that a reader finds it easy to follow. In order to present a well-structured work that is not crammed and confusing, the text can be broken down into divisions and subdivisions. These should not exceed seven levels. The headings and subheadings should be followed by amounts of text appropriate to their respective levels.

(a)

Complex numbering system

The text can be broken down into parts, titles, chapters, sections, paragraphs, points, etc. by using figures, letters, hyphens and bullets. This numbering system is usually displayed in the following descending order:

— Roman numerals (I, II, III, IV, etc.),

— capital letters (A, B, C, D, etc.),

— Arabic numerals (1, 2, 3, 4, etc.),

— lower case letters in parentheses (a), (b), (c), (d), etc.,

— lower case Roman numerals in parentheses (i), (ii), (iii), (iv), (v), etc.,

— dashes (—),

— bullets in bold (•).

NB: — Lower case Roman numerals are used mainly in the Official Journal (for subdivisions of points (a), (b), etc.) Bold bullet points should be avoided when editing acts. For rules applying to the Official Journal, see Part I, Section 2.7 and ‘Summary tables’.

— Roman numerals and capital letters should be separated from the text of the title by an em rule (dash); arabic numerals should be followed by a full point; lower-case letters and lower-case Roman numerals should be enclosed by two parentheses: never omit the opening parenthesis in English texts.

Traditionally, a work is subdivided as follows.

Part One

THE WORK OF THE UNION

Chapter I

DEVELOPMENT OF THE UNION

Section I — General political situation

A — Budgetary powers

1. Main developments

(a) *Directives adopted*

(b)

Non-numbered system

Another way of indicating the subdivisions of a text is to use different typeface values to give an exact value to each heading and subheading, without breaking down the text into sections, chapters, etc.:

THE WORK OF THE UNION

DEVELOPMENT OF THE UNION

General political situation

Budgetary powers

Main developments

Directives adopted

(c)

Decimal numbering system

A decimal numbering system can also be used:

Part I — THE WORK OF THE UNION
Chapter I — *DEVELOPMENT OF THE UNION*
1. General political situation
1.1. Budgetary powers
1.1.1. Main developements

It is advisable to limit the levels of subheadings.

(d)

Continuous numbering system

When a publication has many references to other parts of the same publication, it is often more practical to number the paragraphs continuously, as the references can then be inserted before the final pagination is known.

Continuous numbering can be combined with one of the other numbering systems.

5.7. Listed points

Basic lists

The four basic types of listing are illustrated below.

(a) Lists of short items (without main verbs) should be introduced by a full sentence and have the following features:

(i) an introductory colon

(ii) no initial capitals

(iii) no punctuation (very short items) or a comma after each item

(iv) a full stop at the end.

(b) Where each item completes the introductory sentence, you should:

(i) begin with an introductory colon;

(ii) start each item with a small letter;

(iii) end each item with a semicolon;

(iv) close with a full stop.

Try to avoid running the sentence on after the list of points.

(c) If all items are complete statements without a grammatical link to the introductory sentence, proceed as follows:

(i) introduce the list with a colon;

(ii) label each item with the appropriate bullet, number or letter;

(iii) start each item with a small letter;

(iv) end each one with a semicolon;

(v) put a full stop at the end.

(d) If any one item consists of several complete sentences, announce the list with a main sentence and continue as indicated below.

(i) Do not introduce the list with a colon.

(ii) Label each item with the appropriate bullet, number or letter.

(iii) Begin each item with a capital letter.

(iv) End each statement with a full stop. This allows several sentences to be included under a single item without throwing punctuation into confusion.

This latter type is the mainstay of administrative writing. The list of points may extend over several pages, making it essential not to introduce it with an incomplete sentence or colon.

NB: For specific rules for the Official Journal, see Section 3.5.

(a)

Multiple listed points

Multiple lists follow the rules for the division of text, with numbers, letters, dashes and bullets.

Double	Triple	Quadruple
Xxxxxxxx: 1. xxxxxx: (a) xxxx, (b) xxxx, (c) xxxx; 2. xxxx.	Xxxxxxxx: 1. xxxxxx: (a) xxxx: — xxxx, — xxxx; (b) xxxx; 2. xxxx.	Xxxxxxxx: 1. xxxxxx: (a) xxxx: — xxxx; — xxxx: • xxxx, • xxxx; (b) xxxx; 2. xxxx.

5.8. Emphasis

Bold type is often used in headings and titles. It can also be used in running text to show changes of subject, to highlight keywords or for emphasis in the same way that some other languages use italic. However, it should be used sparingly.

If the text is already in bold roman, words to be emphasised should be in light roman characters.

Do not overuse typographical variations for emphasis. It can have a detrimental effect on getting the message across quickly and clearly, as shown in the following examples.

> **Mr Paul Chatterton** invited **Mr Mark Godfrey** to explain the **financial situation** with regard to the **provisional annual budget** to the members of the **Executive Committee** in order to **approve and sign** the agreement to **fund the building** of a **new sports centre** on waste ground next to the **comprehensive school**.
>
> **Competing applications** must be sent to the **minister responsible** at the **address** below. **Decisions** on the **initial application** and **competing applications** will be taken within **two years** of the date on which the **awarding authorities** received the **initial application**.

5.9. References

A reference is a precise way of locating a quotation, or citing a work or a part of a work relevant to the subject in question, either in the text or in a footnote. It is important to use the original numbering of regulations, directives, treaty articles, Court of Justice cases, etc. Care must be taken when transcribing references to ensure that the exact form of the titles of the various EU acts is followed scrupulously.

References in the main body of the text should be concise and usually in parentheses.

(a)

References to EU legislation

Presentation of references

See Part I for information on the presentation of references to EU legislation in texts published in the Official Journal and on the numbering of acts.

In publications other than the Official Journal, act titles can be more loosely quoted. However, it should be noted that the different parts of the full title of an act (title, number, author, date and subject of the title) are not separated by commas, and the subject of the title is not followed by a comma:

> Regulation (EEC) No 2658/87 provides that …
>
> Regulation (EU) No 1204/2009 provides that …
>
> Council Regulation (EC) No 1186/2009 of 16 November 2009 on setting up a Community system of reliefs from customs duty provides that …
>
> Council Regulation (EC) No 1186/2009 on setting up a Community system of reliefs from customs duty provides that …
>
> Regulation (EC) No 1186/2009 on setting up a Community system of reliefs from customs duty provides that …

Of course, it is perfectly acceptable to use commas necessitated by syntax within the subject of the title:

> Commission Regulation (EC) No 396/2004 of 2 March 2004 initiating an investigation concerning the possible circumvention of anti-dumping measures imposed by Council Regulation (EC) No 964/2003 on imports of certain tube or pipe fittings, of iron or steel, originating, inter alia, in the People's Republic of China by imports of certain tube or pipe fittings, of iron or steel, consigned from Indonesia, whether declared as originating in Indonesia or not and making such imports subject to registration provides that …

In the case of amending acts, the subject of the title must also form a single block, without punctuation between the various parts of the modified acts:

> Commission Regulation (EU) No 1204/2009 of 4 December 2009 amending Regulation (EC) No 968/2006 laying down detailed rules for the implementation of Council Regulation (EC) No 320/2006 establishing a temporary scheme for the restructuring of the sugar industry in the Community …

Use of 'and' and 'to'

Where several regulations, articles, etc. are grouped together, use of 'and' and 'to' is determined according to the following rules:

1. for two numbers, use 'and' and list the numbers:

   > Regulations (EC) Nos 1/96 and 2/96
   > *(acts issuing from the same treaty)*
   >
   > Regulations (EC) Nos 1/96 and 2/96 and (Euratom) No 3227/76
   > *(acts issuing from different treaties)*
   >
   > Articles 2 and 3

2. thereafter:

   > Regulations (EU) Nos 1188/2009 to 1191/2009
   >
   > Articles 2 to 8

Where several articles, paragraphs or subparagraphs are mentioned, which are consecutively numbered, distinction has to be made between 'Articles 2, 3 and 4' (which excludes additional articles like Article 3a, 3b etc.) and 'Articles 2 to 4' (which includes all articles added later). This also concerns paragraphs, points, etc.

To avoid any confusion, a dash should not be used to denote a range; a format such as 'Regulations (EC) Nos 1/96–10/96' could mean either 1/96 and 10/96, or 1/96 to 10/96. For reasons of precision it is therefore necessary to use only 'and' or 'to'.

(b)

References to the treaties

In references to treaty articles, careful attention must be paid to the different historical changes that have occurred, particularly with regard to the renumbering of the Treaty on European Union. After each treaty amendment, acts prior to the amendment must retain their numbering and original title.

Maastricht Treaty (1.11.1993)

After the entry into force of the Maastricht Treaty, or 'Treaty on European Union' (EU Treaty or TEU), the name 'European Economic Community' was replaced by 'European Community'. The EEC Treaty became the EC Treaty.

NB: Avoid the abbreviation TEU where possible; the form 'EU Treaty' is preferred.

The EU Treaty consisted of articles designated by letters or by letters and numbers: 'Article A or Article K.1 of the EU Treaty'). Care had to be taken not to use the wrong references, such as 'Article 130a of the Treaty on European Union', which was a reference to the EC Treaty.

The formula 'as amended by the EU Treaty' had to be avoided (for example, 'Article 130a of the EC Treaty' had to be used and not 'Article 130a of the EC Treaty as amended by the EU Treaty').

Amsterdam Treaty (1997)

Pursuant to Article 12 of the Amsterdam Treaty, the articles of the EU Treaty were renumbered (Articles A, B, C, etc. became Articles 1, 2, 3, etc.), as shown in a correlation table given in the said treaty.

Correlation table, Amsterdam Treaty:
http://eur-lex.europa.eu/en/treaties/dat/11997D/htm/11997D.html#0085010002_1

Lisbon Treaty (1.12.2009)

Pursuant to Article 5 of the Lisbon Treaty, the EU Treaty was again subject to renumbering, as shown in a correlation table annexed to the Lisbon Treaty.

Correlation table, Lisbon Treaty:
http://eur-lex.europa.eu/en/treaties/dat/12007L/htm/C2007306EN.01020201.htm

The Treaty establishing the European Community (EC Treaty or TEC) has been replaced by the Treaty on the Functioning of the European Union (TFEU).

The expression 'European Community' within the meaning of the EC Treaty has been replaced by 'European Union'. Consequently, the term 'Community' must be replaced by 'Union' or the relevant appropriate expression:

Union policy (not Community policy)

currencies of non-EU countries (not 'currencies of non-Community countries')

NB: 'Community' is still permitted in relation to the European Atomic Energy Community (Euratom Treaty) and must remain when used in historical references.

(c)

References to cases before the Court of Justice, the General Court and the Civil Service Tribunal

Following the entry into force of the Treaty of Lisbon on 1 December 2009, the 'Court of Justice of the European Communities' has become the 'Court of Justice of the European Union' and the 'Court of First Instance' has become the 'General Court'.

In citations of cases, the Court of Justice, the General Court and the Civil Service Tribunal use a short internal form in their own publications, particularly in the European Court Reports. The presentation in English is not the same as in all other language versions. In European Court Reports:

Case 52/84 *Commission* v *Belgium* [1986] ECR 16, paragraph 12.

Case T-45/90 *Speybrouck* v *Parliament* [1992] ECR II-33, paragraph 2.

Case T-3/92 *Latham* v *Commission* [1994] ECR-SC I-A-23 and II-83.

If a case is unpublished it is listed in the special section of the European Court Reports as such:

Judgment of 31 January 2008 in Case C-147/07, Commission v France, paragraph 2.

In other works, it is advisable to include the year of the court report to facilitate bibliographic research for the reader, who may not necessarily be aware of the link between year of publication and the date of the case:

— Before 15 November 1989:

  Judgment of 15 January 1986 in Case 52/84, *Commission* v *Belgium* (ECR 1986, p. 16, paragraph 12).

— After 15 November 1989 (Reports of cases before the Court of Justice and the General Court, published separately):

  Judgment of 30 January 1992 in Case C-328/90, *Commission* v *Greece* (ECR 1992, p. I-425, paragraph 2).

  Judgment of 28 January 1992 in Case T-45/90, *Speybrouck* v *Parliament* (ECR 1992, p. II-33, paragraph 2).

— Since 1994 (cases concerning the European Civil Service):

  Judgment of 9 February 1994 in Case T-3/92, *Latham* v *Commission* (ECR-SC 1994, p. I-A-23 and II-83, paragraph 2).

NB: *Reports of European Community Staff Cases* first appeared in 1994, under the aegis of the Court of First Instance (renamed the General Court on 1 December 2009), which was then in charge of questions concerning the European Civil Service. These questions were transferred to the European Civil Service Tribunal in 2004.

See also the internal vade-mecums of the Court.

References to the Official Journal

See Section 3.1.

Bibliographic references

See Section 5.5.4.

5.10. Quotations

A quotation is made up of:

(i) quoted passages from other works;

(ii) words and thoughts of third parties reported in the text.

Typography offers two alternatives for dealing with quotations:

(i) use of italics or a smaller type size for longer passages;

(ii) use of quotation marks for shorter quotations.

Ordinary quotations (those made up of words or phrases quoted directly by an individual) are incorporated into the running text in quotation marks.

Use single quotation marks, with double quotation marks for quotations within quotations.

> ‘Xxxxx xxxxxx “xx xxxx xxx” xxx xxxxx.’

If a word or part of a quotation is omitted from the text, it should be replaced by three points (ellipsis). It is preceded by a normal space and followed by a normal space or relevant punctuation sign.

> ‘Xxxxx … xxx.’

If the quoted matter already contains an ellipsis any editorial ellipsis should be placed within square brackets.

> ‘Xxxxx xxxxx … xxx xxxxx […] xxx xxxx.’

NB: If an author service does not use square brackets to indicate the passages omitted from a quotation, the editorial services of the Publications Office, being unable to distinguish between editorial omissions and ellipses used for effect in the original document, are constrained to adopt a conventional formula: the ellipses are always preceded by a normal space and followed by a normal space or punctuation sign.

Where a line or paragraph is omitted and replaced by an ellipsis, the ellipsis should be placed within square brackets on a separate line.

> ‘Xxx xxxxx xxx.
>
> […]
>
> Xxxxxxx xx x xxx.’

5.11. Illustrations

Photographs, drawings, diagrams and graphs

The originals of black and white photographs must be sharp and well contrasted, preferably on white glossy paper so that the half-tones can be reproduced accurately in the printing process. In general, material should be clean and not folded or creased when submitted.

Captions

Captions for figures and graphs should always be concise and clear and in no way burden the illustration.

Colour

The use of colour should be appropriate to the content and overall presentation of the work. The number of colours used directly affects the amount of work entailed in production coordination and the final cost.

Colour photographs, for example, must be printed on good quality (coated) paper in order to provide a smooth, firm surface for reproducing the different shades properly.

Drawings (graphs, diagrams, etc.), on the other hand, can be made more simply (without screens). Poorer-quality paper can be used (calendered or glazed).

(a)

Copyright/reproduction rights

The reproduction of illustrations in European Union publications is subject to the following conditions.

(i) Under Article 6 *bis* of the Berne Convention for the Protection of Literary and Artistic Works, the author is entitled to request that his name be mentioned. He may waive this right. If, having done so, he subsequently reasserts his right, it must be granted him (inalienable right), even if this means asking him for compensation for any damages caused by his reversal of position.

If the contract says nothing to this effect, it is recommended that the name of the photographer or illustrator be mentioned if the illustration is chosen for its specific qualities. Where there is no contractual provision, it is not necessary to give a credit for a general illustration (crowd, landscape, etc.).

If the matter of the mention of the name (and of the place and manner in which it is to appear) is settled prior to publication — in the contract authorising reproduction of the work, or by another agreement between the author and publisher — one should, of course, comply with what has been agreed.

(ii) When illustrations have been obtained through a third party or an agency that has acquired the economic rights to the illustrations (copyright), the contract that this person or agency uses to authorise reproduction of the illustration must also specify whether mention must be made of their ownership of the copyright, as there is no legal obligation to do so.

Thus, if there is an express contractual provision, this must be applied. In the absence of any such provision, the general principles mentioned above should be applied. However, since the person in question does not hold the moral rights held by the author and is not normally prejudiced by non-indication of the owner of the rights, as such an omission does not cause him to lose the author's rights to the work (acquisition of author's rights being a formality), the Commission's Legal Service believes that you are not obliged to indicate who holds the copyright to the illustration, unless it is customary to do so for the type of illustration and publication envisaged.

However, care should be taken to ensure that there is no discrepancy between this copyright and the reproduction authorisation or the copyright on the publication reserved by the European Union.

Authors must therefore ensure that they obtain the necessary reproduction rights beforehand in cases where photos, illustrations, graphs, etc. do not actually belong to them, including those inserted in any text made available to the public on the Internet.

5.12. Tables

Tables serve to illustrate or explain the text in more detail; it is therefore important to present them as simply and clearly as possible.

Only use abbreviations in box headings or side text if there is insufficient space to spell everything out, and type in upper and lower case, not all capitals.

If one unit is used throughout an entire table, setting can be simplified by indicating the unit once only, in italics and in parentheses, ranged right above the top. In English texts, if the unit used for the entire table is EUR 1 million, the abbreviation ‘million EUR’ should be used, not ‘EUR million’, ‘million euro’, or any other form.

For any additional explanations at the foot of tables which are not footnotes, the use of ‘NB’ is recommended:

NB: p.m. = token entry.

Multilingual works or tables

In multilingual works, the various language versions should be given in protocol order, which is based on the mother-tongue spelling (see Section 7.2.1).

Part Three

Conventions common to all languages

6. Typographic instructions and revision of the text

6.1. Reading the manuscript

The presentation of the manuscript received from the author service has already been discussed in Section 4.2.

Proofreaders of the Publications Office Editorial Services Unit will read through the manuscript and prepare it for typesetting.

The proofreaders must have an overall view of the work. They will aim to understand the structure of the text in order to apply the rules laid down in this style guide. Too frequently they are obliged to work on individual sections or pages, which means that they lose the thread of the subject matter.

Any problems arising during this preparation of the manuscript will be notified to the author service via the production coordinators (Cross-Media Publishing Unit) of the Publications Office.

(See also Sections 4.1.2 and 4.1.3.)

6.2. Reading electronic manuscripts

When preparing electronic manuscripts recurring errors can be corrected using search and replace functions.

Specific programs can be used for checking the consistency of notations and structure of the text and the application of house style. Common style conventions are essential to make full use of these programs.

(See also Section 4.2.)

6.3. Proof-correction marks

The typesetter sends the first proof to the Publications Office so that the quality of the composition can be checked. This is not the case for camera-ready jobs as typesetting is not involved.

The proofreaders compare the proof against the manuscript and use conventional proof-correction marks (see below) to indicate any necessary corrections. These corrections are indicated clearly in the text and margin of the proof. It should be realised that the typesetter may not understand the language in which the text is written.

Instruction to printer	Mark	Examples	
		In the text	*In the margin*
Character or word to be deleted		Council and and Parliament	
Characters to be corrected		Thare are siveral errors to carrekt here.	e or e ×2 o c
Group of characters to be corrected		Letters to be correcting.	ed
Character or word to be added		A word missing.	is
Text to be added		1. January 12. December	out see copy
Transpose characters or words	or	These letters are transposde	
Move words or groups of words		To move one or lines or paragraphs, this mark is used. more words	
Transpose lines		Transposed. These lines are	
Add space between words	or	A space is missing here.	#
Reduce space between words		These spaces are too big.	equal spacing
Close up		A space is wrong here.	
Delete and close up		Council	or
Delete and keep space		An action plan	
Add space between lines	#	These lines are too close together	#
Reduce space between lines		These lines are too far apart.	
Text to be raised or lowered		This line is very uneven.	
Text to be aligned (move to the right)		he first line of text is too far to the left.	
Text to be aligned (move to the left)		The second line of text starts too far to the right	
Text to be centred		This text should be centred	
Create new paragraph		… line. A new paragraph should begin here.	
Text to run on (no new paragraph)		… line. No new paragraph here.	
Take back to previous line		This hy-phen should be avoided	
Take forward to next line		This hyphen is bad-y placed.	
Change to italic		Ad infinitum	ital.
Change italic to roman		*Status quo*	rom.
Change capitals to lower case		UNESCO	l.c.
Change to capitals or small caps		Robert burns, AD 1759-96	caps s.c.
Change to bold face		This word is important	bold
Superior character required		The Court's judgment (1).	1
Inferior character required		CO2	2
Stet (let original text stand)		This correction was in error	✓

NB: — A correction made in the text must always have a corresponding mark in the margin; otherwise it may be overlooked when the corrections are made.

— Where instructions or comments are written in the margin, they must always be encircled to show that they are not to be printed.

— Where there are several mistakes in one word, it is better to rewrite the whole word, especially if the word has no more than three or four letters.

6.4. Word-processor punctuation marks and spacing

The detailed rules presented in the following table are the result of an interinstitutional agreement. National typographic codes differ for some marks. However, for the sake of clarity and because of our multilingual environment, certain choices have been made to establish a common standard.

Typographic mark	Word-processor presentation (Word, etc.)	Alphanumeric code	Typographic presentation (printers and desktop publishing)
(a) Punctuation marks and symbols			
,	xx, xx		xx,■xx (00,00) (*)
;	xx; xx		xx;■xx
.	xx. Xx		xx.■Xx (00.00) (*)
:	xx: xx		xx:■xx
!	xx! Xx		xx!■Xx
?	xx? Xx		xx?■Xx
-	xx-xx		xx-xx
—	xx — xx	*Alt 0151*	xx■—■xx
/	xx/xx		xx/xx
( )	xx (xx) xx		xx■(xx)■xx
[ ]	xx [xx] xx		xx■[xx]■xx
‘ ’	xx ‘xx’ xx (**)	*Alt 0145* xx *Alt 0146*	xx■‘xx’■xx
“ ”	xx “xx” xx (**)	*Alt 0147* xx *Alt 0148*	xx■“xx”■xx
%	00•%		00□%
+	+•00		+□00
−	−•00	*Alt 150*	−□00
±	±•00	*Alt 241*	±□00
°C (°F)	00•°C		00□°C
°	00°		00°
&	xx & xx		xx■&■xx
(b) Footnote reference and footnotes (***)			
xx ([1])	xx•([1]) (use footnote mode)		xx□([1])

(*) In the Official Journal and in multilingual texts, the decimal comma is used. In English texts other than the Official Journal, the decimal point is used. See also Section 6.5.

(**) If the software allows for differentiation between opening and closing quotation marks, then use them in the exact form required, i.e. singles for singles, doubles for doubles.

(***) When automatically creating footnotes after the insertion of a footnote mark, many word processing programmes will not place the figure in parentheses. In finished documents it is necessary to put them in (in documents intended for publication this will be carried out by the printer).

NB: ■ = soft space.
□ = fixed half-space (thin space).
• = fixed space. (Use of the fixed space and fixed half-space should be kept to the absolute minimum, as they create spacing problems during composition).

6.5. Punctuation in figures

In English, Irish and Maltese publications, except the Official Journal, a point is used to separate whole numbers from decimals. A comma is used for this in all other languages and also in multilingual texts. A space is used to indicate thousands in whole numbers (not a comma). Decimals are grouped in a single block:

152 231.324567

In the Official Journal a comma is used to separate whole numbers from decimals for technical purposes to speed up production.

Budgetary data: million or billion

In English use billion to mean 1 000 million (see Section 10.5(e)).

7. Countries, languages, currencies and their abbreviations

7.1. Countries

7.1.1. Designations and abbreviations to use

(See also Annexes A5 and A6.)

Member States

The names of the Member States of the European Union must always be written and abbreviated according to the following rules:

— the two-letter ISO code should be used (ISO 3166 alpha-2), except for Greece and the United Kingdom, for which the abbreviations EL and UK are recommended;

— the protocol order of the Member States is based on the alphabetical order of their geographical names in the original language(s) (see also Section 7.1.2, 'Country listing order').

Short name, source language(s) (geographical name) ([1])	Official name, source language(s) (protocol name)	Short name in English (geographical name)	Official name in English (protocol name)	Country code ([2])	Former abbreviation ([2])
Belgique/België	Royaume de Belgique/ Koninkrijk België	Belgium	Kingdom of Belgium	BE	B
България (*)	Република България	Bulgaria	Republic of Bulgaria	BG	—
Česká republika	Česká republika	Czech Republic	Czech Republic	CZ	—
Danmark	Kongeriget Danmark	Denmark	Kingdom of Denmark	DK	DK
Deutschland	Bundesrepublik Deutschland	Germany	Federal Republic of Germany	DE	D
Eesti	Eesti Vabariik	Estonia	Republic of Estonia	EE	—
Éire/Ireland	Éire/Ireland	Ireland	Ireland	IE	IRL
Ελλάδα (*)	Ελληνική Δημοκρατία	Greece	Hellenic Republic	EL	EL
España	Reino de España	Spain	Kingdom of Spain	ES	E
France	République française	France	French Republic	FR	F
Italia	Repubblica italiana	Italy	Italian Republic	IT	I
Κύπρος (*)	Κυπριακή Δημοκρατία	Cyprus	Republic of Cyprus	CY	—
Latvija	Latvijas Republika	Latvia	Republic of Latvia	LV	—
Lietuva	Lietuvos Respublika	Lithuania	Republic of Lithuania	LT	—

Luxembourg	Grand-Duché de Luxembourg	Luxembourg	Grand Duchy of Luxembourg	LU	L
Magyarország	Magyar Köztársaság	Hungary	Republic of Hungary	HU	—
Malta	Repubblika ta' Malta	Malta	Republic of Malta	MT	—
Nederland	Koninkrijk der Nederlanden	Netherlands	Kingdom of the Netherlands	NL	NL
Österreich	Republik Österreich	Austria	Republic of Austria	AT	A
Polska	Rzeczpospolita Polska	Poland	Republic of Poland	PL	—
Portugal	República Portuguesa	Portugal	Portuguese Republic	PT	P
România	România	Romania	Romania	RO	—
Slovenija	Republika Slovenija	Slovenia	Republic of Slovenia	SI	—
Slovensko	Slovenská republika	Slovakia	Slovak Republic	SK	—
Suomi/Finland	Suomen tasavalta/ Republiken Finland	Finland	Republic of Finland	FI	FIN
Sverige	Konungariket Sverige	Sweden	Kingdom of Sweden	SE	S
United Kingdom	United Kingdom of Great Britain and Northern Ireland	United Kingdom	United Kingdom of Great Britain and Northern Ireland	UK	UK

(*) Latin transliteration: България = Bulgaria; Ελλάδα = Elláda; Κύπρος = Kýpros.

([1]) The short name in the source language(s) is used to fix the protocol order and is used in multilingual documents (see Section 7.1.2).

([2]) The abbreviation to use = ISO code, except for Greece and the United Kingdom, for which EL and UK are recommended (instead of the ISO codes GR and GB). The former abbreviations (generally taken from the international code for automobiles) were used until the end of 2002.

NB: Do not use 'Republic of Ireland' nor 'Irish Republic'.

Use 'the Netherlands' not Holland, which is only part of the Netherlands (the provinces of North and South Holland); a capital T is not necessary on 'the'. In tables 'Netherlands' will suffice.

Use 'United Kingdom' for the Member State, not 'Great Britain', which comprises England, Scotland and Wales; these three together with Northern Ireland are the constituent parts of the United Kingdom. The purely geographical term 'British Isles' includes Ireland and the Crown Dependencies (the Isle of Man and the Channel Islands, which are not part of the United Kingdom).

(a)

Non-member countries

For non-member countries, it is also advisable to use the two-character ISO code (ISO 3166 alpha-2).

For the format of presentation (short name, official title, list of ISO codes), see Annexes A5 and A6.

For the recommended order, see Section 7.1.2(a).

(b)

Candidate countries

Short name, source language (s) (geographical name)	Short name in English (geographical name)	Official name in English (protocol name)	Country code
Crna Gora/Црна Гора	Montenegro	Montenegro	ME
Hrvatska	Croatia	Republic of Croatia	HR
Ísland	Iceland	Republic of Iceland	IS
поранешна југословенска Република Македонија (*)	former Yugoslav Republic of Macedonia, the	the former Yugoslav Republic of Macedonia	(to be defined)
Türkiye	Turkey	Republic of Turkey	TR
(*) Latin transliteration: поранешна југословенска Република Македонија = poranešna jugoslovenska Republika Makedonija.			

(c)

Official title or short name?

The **long form** (official title) is used when the State is targeted as a legal entity:

This Decision is addressed to the United Kingdom of Great Britain and Northern Ireland.

The French Republic is authorised to ...

NB: If the recurrence of the name of a State in the text leads to a preference for using the short form, it can be introduced with the phrase 'hereinafter referred to as ...'.

The **short form** (short name) is used when the State is referred to geographically or economically:

Workers residing in France

Exports from Greece ...

NB: For certain States, the long form and the short form are identical:

Czech Republic

Ireland

Romania

7.1.2. Country listing order

Member States

Text

The Member States must be listed alphabetically using the spelling of their source language (protocol order) (see Section 7.1.1).

Tables

The names of the countries should be written in the language of the publication (case A). However, in some cases, for technical reasons (single composition of tables for multilingual documents), the countries may be written in their source language (case B). In both cases, the States are listed according to the protocol order.

Case A		
Member State	***Date of signature***	***Entry into force***
Belgium	21.12.1990	1.1.1991
Bulgaria	1.2.2007	15.2.2007
Czech Republic	10.10.2005	1.1.2006
Denmark	10.10.1991	1.1.1992
Germany	1.9.1990	1.1.1991
Estonia	1.9.2005	1.1.2006
Ireland	12.12.1990	1.1.1991
Greece	10.10.1990	1.1.1991
Spain	3.2.1991	1.6.1991
France	3.3.1991	1.6.1991
Italy	10.10.1991	1.1.1992
Cyprus	10.10.2005	1.1.2006
Latvia	10.10.2005	1.1.2006
Lithuania	10.10.2005	1.1.2006
Luxembourg	10.10.1990	1.1.1991
Hungary	10.10.2005	1.1.2006
Malta	10.10.2005	1.1.2006
Netherlands	11.11.1990	1.1.1991
Austria	10.12.1990	1.1.1991
Poland	10.10.2005	1.1.2006
Portugal	1.3.1991	1.6.1991
Romania	1.2.2007	15.2.2007
Slovenia	10.10.2005	1.1.2006
Slovakia	10.10.2005	1.1.2006
Finland	1.2.1991	1.6.1991
Sweden	3.3.1991	1.1.1992
United Kingdom	12.12.1990	1.1.1991

Case B		
Member State	***Date of signature***	***Entry into force***
Belgique/België	21.12.1990	1.1.1991
България	1.2.2007	15.2.2007
Česká republika	10.10.2005	1.1.2006
Danmark	10.10.1991	1.1.1992
Deutschland	1.9.1990	1.1.1991
Eesti	1.9.2005	1.1.2006
Éire/Ireland	12.12.1990	1.1.1991
Ελλάδα	10.10.1990	1.1.1991
España	3.2.1991	1.6.1991
France	3.3.1991	1.6.1991
Italia	10.10.1991	1.1.1992
Κύπρος	10.10.2005	1.1.2006
Latvija	10.10.2005	1.1.2006
Lietuva	10.10.2005	1.1.2006
Luxembourg	10.10.1990	1.1.1991
Magyarország	10.10.2005	1.1.2006
Malta	10.10.2005	1.1.2006
Nederland	11.11.1990	1.1.1991
Österreich	10.12.1990	1.1.1991
Polska	10.10.2005	1.1.2006
Portugal	1.3.1991	1.6.1991
România	1.2.2007	12.2.2007
Slovenija	10.10.2005	1.1.2006
Slovensko	10.10.2005	1.1.2006
Suomi/Finland	1.2.1991	1.6.1991
Sverige	3.3.1991	1.1.1992
United Kingdom	12.12.1990	1.1.1991

(a)

Non-member countries and non-member countries combined with Member States

Text

In text, when there is a list of non-member countries or a list of non-member countries combined with Member States, the order for listing the countries varies according to the linguistic version. In English-language publications, use English alphabetical order:

Australia, Denmark, Finland, Romania, Spain, Switzerland, United Kingdom, etc.

Tables

The single composition of tables requires the adoption of an identical classification system for all languages. This is why countries are listed in alphabetical order of the codes. It is preferable to insert these codes in the first column of the tables so that the classification is clear to the reader, as illustrated below.

Country code	Contracting party	Production (tonnes)	Persons employed (1 000)
AT	Austria	50 000	75
AU	Australia	70 000	120
BE	Belgium	25 500	38
CH	Switzerland	12 500	15
CN	China	750 000	1 500
DK	Denmark	22 000	40
JP	Japan	150 000	150
NL	Netherlands	32 000	45
NZ	New Zealand	45 000	51
SE	Sweden	10 000	15
US	United States	350 000	220

If the Member States of the European Union are listed together at the head of the table, they must be listed according to protocol order (see Section 7.1.1 first table).

In the second column, the country names must always appear in English. If only the codes are used, they must be explained in a glossary, which should be at the beginning of the publication.

7.2. Languages

7.2.1. Order of language versions and ISO codes (multilingual texts)

General rule

The language versions should appear in alphabetical order of the formal titles in their original written forms (the codes used are the ISO codes 639-1 in force, alpha-2 code— also see the ISO website):

Source language title (1)	**English title**	**ISO code** (2)
български (*)	Bulgarian	bg
español (3)	Spanish	es
čeština	Czech	cs
dansk	Danish	da
Deutsch	German	de
eesti keel	Estonian	et
ελληνικά (*)	Greek	el
English	English	en
français	French	fr
Gaeilge	Irish (4)	ga
italiano	Italian	it
latviešu valoda	Latvian	lv
lietuvių kalba	Lithuanian	lt
magyar	Hungarian	hu
Malti	Maltese	mt
Nederlands	Dutch	nl
polski	Polish	pl
português	Portuguese	pt
română	Romanian	ro
slovenčina (slovenský jazyk)	Slovak	sk
slovenščina (slovenski jezik)	Slovenian	sl
suomi	Finnish	fi
svenska	Swedish	sv

(*) Latin transliteration: български = bulgarski; ελληνικά = elliniká.

(1) Capital or lower-case initial letter: follow the written form in the source language title.

(2) ISO codes for languages are written in lower-case letters; nevertheless, they are also written in capital letters for typographical presentation reasons.

(3) In Spanish, the term *lengua española* or *español* substitutes *castellano* at the request of the Spanish authorities. The latter is the official designation of the language, but is only used to determine the place.

(4) Do not use the word ‘Gaelic’, the two terms are not synonymous. See Section 7.2.4.

This rule is strictly in force in the final versions (signature pages) of the treaties and agreements.

Special cases

In the case of multilingual documents issued at national level pursuant to texts adopted by the Council (passport, European health card), the order is generally determined individually by a Council act. The most widespread languages in the respective Member States appear at the beginning, usually in this way:

(a) national language;

(b) English;

(c) French;

(d) other languages in the order indicated in the table above.

Candidate countries

Source language title
crnogorski/црногорски (*)
hrvatski (*)
íslenska (*)
македонски (*)
türkçe (*)
(*) ISO 639 codes and names: see the ISO website.

7.2.2. Listing languages in text (unilingual texts)

In the text, the order for listing languages varies according to the linguistic version. In English-language publications, languages should be listed in English alphabetical order: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish ([1]), Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

When an agreement is also written in a third-country language that is not an official EU language, the EU languages precede that third-country language for protocol reasons:

This agreement is drawn up in English, French, German, Italian and Arabic.

([1]) Do not use the word ‘Gaelic’, the two terms are not synonymous. See box, Section 7.2.4.

7.2.3. Indication of languages published

When the language versions of a publication are listed (for example, in the publication catalogues), it is advisable to use the following formulas (according to the rule presented in Section 7.2.1):

BG/ES/CS/DA/DE/ET/EL/EN/FR/GA/IT/LV/ LT/HU/MT/NL/PL/PT/RO/SK/SL/FI/SV or any part combination	*The text is published in each language mentioned in the same volume.*
BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV or any part combination	*The text is published in each language mentioned in individual volumes by language.*
BG-ES-CS-DA-DE-ET-EL-EN-FR-GA-IT-LV-LT-HU-MT-NL-PL-PT-RO-SK-SL-FI-SV or any part combination	*The text is published in some of the languages mentioned, in the same volume.*

NB: ISO codes for languages are written in lower-case letters; nevertheless, they are also written in capital letters for typographical presentation reasons.

7.2.4. Rules governing the languages in the institutions

Article 290 of the EC Treaty (now Article 342 of the Treaty on the Functioning of the European Union) and Article 190 of the Euratom Treaty give responsibility to the Council, acting unanimously, for determining the rules governing the languages of the Community institutions, 'without prejudice to the provisions contained in the Statute of the Court of Justice of the European Union''.

On this basis, the Council adopted, on 15 April 1958, Regulation No 1, determining the languages to be used in the European Economic Community, a regulation which has been amended with the various acts of accession.

Presently, there are 23 official and working languages of the EU institutions (see Section 7.2.1).

Irish

Up to 31 December 2006, Irish was not included in the working languages of the EU institutions. Pursuant to an Agreement made in 1971 between Ireland and the Community, Irish was considered an official Community language, it being understood, however, that only primary legislation was drawn up in that language.

On 1 January 2007, Irish became a full EU official language, with a temporary derogation for a renewable period of five years (see Council Regulation (EC) No 920/2005 of 13 June 2005 (OJ L 156, 18.6.2005, p. 3)) stating that 'the institutions of the European Union shall not be bound by the obligation to draft all acts in Irish and to publish them in that language in the *Official Journal of the European Union*', except for regulations adopted jointly by the European Parliament and the Council. This derogation has been extended for a period of five years (until 31 December 2016) by Council Regulation (EU) No 1257/2010 (OJ L 343, 29.12.2010, p. 5).

Irish or Gaelic?

Contrary to certain usage, those two terms are not synonymous.

Gaelic = Celtic language group of Ireland and Scotland
Irish = the Celtic language of Ireland

The first official language of Ireland is Irish, the second is English.

Maltese

A temporary derogation from the obligation to draft acts in Maltese and to publish them in the *Official Journal of the European Union* was adopted by the Council on 1 May 2004. This derogation was to be applied for a period of three years, extendable for a further one year, to all acts with the exception of regulations adopted jointly by the European Parliament and the Council (see Council Regulation (EC) No 930/2004 of 1 May 2004 (OJ L 169, 1.5.2004, p. 1)). The Council has decided to stop this derogation in 2007, after the first period of three years.

7.3. Currencies

7.3.1. The euro and the cent

The euro

According to the European Council conclusions reached in Madrid in December 1995, the single currency is the **euro** (sub-unit: **cent**; symbol: **€**; ISO code: **EUR**).

The euro area

The term ‘euro area’ is the official term for the group of countries that have adopted the euro as their single currency. All other terms, such as ‘euroland’ and ‘euro zone’, should be avoided.

Euro and ecu

On 1 January 1999, the euro replaced the ecu at a rate of one to one (Council Regulation (EC) No 1103/97 (OJ L 162, 19.6.1997, p. 1); see also Council Regulation (EC) No 974/98 (OJ L 139, 11.5.1998, p. 1)). Historical references to the ecu (prior to 1999) must remain in ecu.

The cent

In principle, the term ‘cent’ is used in all official EU languages. However, ‘cent’ does not prevent the common use of variants of this term in the Member States (in accordance with recital 2 of Regulation (EC) No 974/98 of 3 May 1998).

The preferred form in the texts of the EU institutions and bodies is ‘cent’ (**obligatory in all legal texts**).

See also Section 7.3.3, ‘Rules for expressing monetary units’:

— Rules of usage (euro, EUR or €)
— Position of the ISO code or euro sign in amounts
— With million or billion

7.3.2. Order of the currencies and ISO codes

When using currency abbreviations, the ISO codes 4217 should be used (see Annex A7 and the maintenance agency’s website).

Member State currencies

When listing Member State currencies, place the euro first followed by the other monetary abbreviations in alphabetical order of the currrency code (ISO codes 4217).

ISO code	Currency
EUR	euro
BGN	lev (pl. leva)
CZK	Czech koruna (pl. koruny)
DKK	Danish krone (pl. kroner)
GBP	pound sterling
HUF	forint (inv.)
LTL	litas (pl. litai)
LVL	lats (pl. lati)
PLN	zloty (pl. zlotys)
RON	Romanian leu (pl. lei)
SEK	krona (pl. kronor)

Other currencies

For reasons of protocol, other currencies should follow the currencies of Member States and be listed according to the same criteria, i.e. in alphabetical order of the currency code (ISO codes 4217). The same rule applies to a list of currencies in running text if there are no other criteria for classification.

ISO code	Currency
CAD	Canadian dollar
CHF	Swiss franc
JPY	yen
USD	US dollar

See Annex A7 for a list of currency codes.

Older currencies

The euro has replaced the following older Member State currencies.

ISO code	Currency
ATS	Austrian schilling
BEF	Belgian franc
CYP	Cyprus pound
DEM	German mark
EEK	kroon (pl. kroonid)
ESP	peseta
FIM	Finnish markka
FRF	French franc
GRD	drachma
IEP	Irish pound (punt)
ITL	Italian lira (pl. lire)
LUF	Luxembourg franc
MTL	Maltese lira (pl. liri)
NLG	Dutch guilder
PTE	Portuguese escudo
SIT	tolar (pl. tolars)
SKK	Slovak koruna (pl. koruny)

(a)

Candidate countries' currencies

ISO code	Country	Currency
EUR	Montenegro	euro
HRK	Croatia	kuna (inv.)
ISK	Iceland	króna (pl. krónur)
MKD	former Yugoslav Republic of Macedonia, the	denar
TRY	Turkey	Turkish lira (inv.)

7.3.3. Rules for expressing monetary units

When to use the name

When a monetary unit is referred to generally but an amount is not included, it is spelt out in letters, except in tables (see 'When to use the ISO code'):

an amount in euros

a sum in pounds sterling

When to use the ISO code

Text

When the monetary unit is accompanied by an amount, use the ISO code 'EUR' followed by a fixed space and the amount in figures (**compulsory in all legal texts**):

The amount required is EUR 12 500.

A difference of EUR 1 550 has been noted.

Tables

When indicating the main unit for a whole table, the ISO code and any multiplier appear in parentheses above the table, ranged to the right. Italic type is used:

(EUR)

(million EUR)

(billion EUR)

Legal acts — Official Journal

Euro

In texts published in the Official Journal, the ISO code 'EUR' must be used and amounts are indicated in figures:

EUR 10 000

EUR 1 000 000 *(not* EUR 1 million*)*

Other currencies

For other currencies, when the monetary unit is accompanied by an amount, use the relevant ISO code for the currency followed by a fixed space and the amount in figures:

A sum of GBP 300 was received and GBP 250 was spent.

Court of Auditors

In texts for the Court of Auditors, the amounts are followed by the currency, spelt out:

an expenditure of 15 000 euros

When to use the euro sign (€)

The euro sign is reserved for use in graphics. However, its use is also permitted in popular works and promotional publications (e.g. sales catalogues).

In word processing systems, the euro sign can be obtained by simultaneously pressing the left-hand Alt key and 0128. The technical specifications for the euro sign can be downloaded from the Commission's euro website (http://ec.europa.eu/economy_finance/euro/cash/symbol/index_en.htm).

NB: In HTML, the final presentation and configuration of a document must be taken into account. Texts created using Unicode pose no problem but in older texts created using ISO 8859, the HTML code '€' will show the euro sign on screen but it may be missing when printed on paper. (This problem has been overcome by using a gif or jpg image for the euro sign.) For texts entering a production process and intended for automatic transfer to an intranet or Internet site, you are advised to avoid using the euro sign (use the ISO code 'EUR' instead).

Position of the ISO code or euro sign in amounts

In English texts, the ISO code ‘EUR’ is followed by a fixed space and the amount:

a sum of EUR 30

NB: The same rule applies in Irish, Latvian and Maltese. In all other official EU languages the order is reversed; the amount is followed by a fixed space and the ISO code ‘EUR’ (or the euro sign in graphics):

une somme de 30 EUR

However, the euro sign (when permitted) is followed by the amount without the intervening fixed space:

€2.50
€1 500

With million or billion

The following forms may be used when referring to millions or billions:

— all figures:

EUR 10 000 000

— with the words ‘million’ or ‘billion’:

EUR 10 million

EUR 15 billion

— in table headings (usually within parentheses):

million EUR, billion GBP
m EUR, bn GBP

10 million EUR, 10 billion GBP
10 m EUR, 10 bn GBP

NB: m EUR or bn EUR may only be used when space is insufficent for spelling out.

Million/billion with decimals

When dealing with budgetary data, it is advisable to use the following form.

— Up to three decimal places, keep to the appropriate unit:

1.326 billion (not 1 326 million)

— Above three decimal places, descend to the smaller unit:

1 326.1 million (not 1.3261 billion)

This makes the figures easier to read and compare.

8. Footnotes and their references

8.1. Footnote references

References to footnotes appear in an identical way in all the language versions; they can take the following forms:

— figure in superscript between parentheses with same value as the text, preceded by a fine space and followed by any punctuation:

> References to the Commission Regulation ([1]) also appear in the Council communication ([2]); but not in text of the Court of Justice ([3]).

— asterisk in superscript between parentheses with same value as text, preceded by a thin space and followed by any punctuation; this sign is employed for a note which, in a given work or periodical, appears more than once and which always has the same meaning.

> All figures from Eurostat (*).

— exceptionally, a lower case superscript letter may be used in tables with figures in very small print so as to avoid errors and confusion.

Footnotes are generally numbered by page and placed at the foot of the corresponding page in smaller characters than the body of the text (generally by two points) separated from the text by a short rule and line space. They may also be numbered continuously or grouped at the end of the chapter or volume.

The reference to a footnote is always composed in roman (even in texts or titles written in italic or bold).

When a reference to a footnote appears in a table the note must form part of the table and consequently appear within the frame of the table.

8.2. Order of footnotes

Other elements can feature at the bottom of a page: asterisk, NB, source(s).

The order is identical in all the language versions:

(*) Interim Commission decision.

([1]) These prices are the result of applying a maximum reduction.

([2]) For the current marketing year, this price is increased by a special premium.

NB: Provisional figures.

Source: European Commission, Agriculture and Rural Development DG.

NB: — Numbered notes, including a note introduced by the asterisk, are separated from the following notes by a thin line space.

— Footnotes always end with a full stop.

In the case of identical footnotes, for publications other than the Official Journal, the formula ‘see note x, page y’, should be used rather than *idem* or *ibidem*, which could cause confusion. The proofreader will either reproduce the footnote in full or insert the correct numbering in the proof.

9. Other conventions

9.1. Addresses

9.1.1. Addresses: general principles

Analysis of the ways of writing addresses is a difficult and complex task as there is no unique system for all countries. Also, the presentation of addresses is different for national and international mail. In principle, the international format is always used in the works of the European institutions.

For precise details on the presentation of addresses, please refer to the individual websites of the national postal services. Links to these are available on the Universal Postal Union (UPU) website (http://www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html).

The UPU also makes various recommendations of a general nature but for the works of the European institutions an additional constraint to take into account is whether the work concerns unilingual or multilingual documents.

Useful links

UPU, addressing systems (ES, DE, EN, FR):
http://www.upu.int/en/resources/postcodes/addressing-systems.html

UPU, postal addressing systems in member countries (EN, FR):
http://www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html

UPU, Universal POST*CODE® DataBase (ES, DE, EN, FR):
http://www.upu.int/en/resources/postcodes/universal-postcoder-database.html

Languages and characters to use

The part of the address indicating the destination country must be written according to the recommendations of the dispatching country (preferably in the language of the dispatching country or in an internationally recognised language).

The name of the destination country must appear in capital letters on the last line of the address.

Because the national recommendations vary with regard to the use of capital letters on the final/final two/final three lines, it has been decided to harmonise the presentation: only the country name appears in capital letters.

If the destination country uses an alphabet other than Roman or is insufficiently expressed, the name of the destination country and possibly the name of the town should be repeated in an internationally recognised language to avoid problems while in transit through intermediate countries.

The remainder of the address must follow the recommendations of the destination country.

Postal codes

The former postal codes used for transferring international mail (specific codes in Europe following a recommendation in 1965 by the Conference of European Postal and Telecommunications Administrations, and ISO 3166 alpha-2 codes for other countries) have been withdrawn, or modified, in many countries.

On 1 January 2009, only five EU Member States still used a country (ISO alpha-2) code: Latvia (LV), Lithuania (LT), Slovenia (SI), Finland (FI) and Sweden (SE).

NB: For Latvia, the code comes after the name of the town, following a comma and space:

Riga, LV-1073

The former country code must not be used for the other Member States. In Germany, an item could be delayed by a mail sorting machine if the former country code is present.

For more information on postal codes in the Member States, please see Section 9.1.5.

9.1.2. Addresses in unilingual documents

If addresses are presented using the same structure in all linguistic versions of a publication (for example in a table containing a list of addresses appearing on the same page in all versions) we use the rules for multilingual works (see Section 9.1.3).

Mail destined for a country that uses a Roman alphabet

In unilingual works of the European Union institutions, bodies and organisations, addresses are usually written in the language of the publication/dispatching country. This is particularly the case for town and country names:

European Commission
Representation in Portugal
Jean Monnet Centre
1069-068 Lisbon
PORTUGAL

However, the information preceding the town and country names may also be presented in the language of the destination country; preference is to be given to that presentation as it is clearer for the postal services of the destination country:

Comissão Europeia
Representação em Portugal
Largo Jean Monnet
1069-068 Lisbon
PORTUGAL

With a view to avoiding problems during transit through an intermediate country, it is recommended to add the name of the destination country (and possibly the town) in an internationally recognised language. For example, in the case of an item sent from Poland to Germany:

Herrn E. Muller
Goethestr. 13
22767 Hamburg
NIEMCY/GERMANY

In Bulgarian and Greek works, addresses are written in Roman characters, if possible in the language of the destination country, otherwise in English.

Mail destined for a country that does not use a Roman alphabet (third country)

For mail destined for a third country that does not use a Roman alphabet (China, Japan, Saudi Arabia, etc.) the address, notably the country name, is written in an internationally recognised language (often English); the part of the address concerning the street may be written using a simple Roman transliteration:

European Commission
Representation in Peking
15 Dong Zhi Men Wai Daije, Sanlitun
100600 Beijing
CHINA

Mail destined for an EU Member State that does not use a Roman alphabet (Bulgaria, Greece and Cyprus)

In English works, addresses for mail destined for Bulgaria, Greece or Cyprus are written in Roman characters (with transliteration if necessary, for example, of the street name).

European Commission
Representation in Bulgaria
Moskovska 9
1000 Sofia
BULGARIA

European Commission
Representation in Greece
Vassilissis Sofias 2
106 74 Athens
GREECE

European Commission
Representation in Cyprus
Iris Tower, 8th Floor
Agapinor Street 2
1076 Nicosia
CYPRUS

In Bulgarian and Greek works, the town and country names must be added in Roman characters (in English).

Европейска комисия
Представителство
в България
ул. „Московска“ № 9
1000 София/Sofia
БЪЛГАРИЯ/BULGARIA

Ευρωπαϊκή Επιτροπή
Αντιπροσωπεία
στην Ελλάδα
Βασιλίσσης Σοφίας 2
106 74 Αθήνα/Athens
ΕΛΛΑΔΑ/GREECE

Ευρωπαϊκή Επιτροπή
Αντιπροσωπεία
στην Κύπρο
Iris Tower, 8ος όροφος
Αγαπήνωρος 2
1076 Λευκωσία/Nicosia
ΚΥΠΡΟΣ/CYPRUS

The particular case of the Brussels Capital Region

In works of the European Union institutions, bodies and organisations, the presentation of addresses for mail destined for the bilingual Brussels Capital Region must adhere to the following rules.

Unilingual works in French or Dutch

French
(addresses in FR only)

Conseil de l'Union européenne
Rue de la Loi 175
1048 Bruxelles
BELGIQUE

Dutch
(addresses in NL only)

Raad van de Europese Unie
Wetstraat 175
1048 Brussel
BELGIË

Unilingual works in another EU language

The first part of the address can be written either in the bilingual format or in one language, preferably one that is recognised at international level. However, the names of the street, town and country must appear in the bilingual format:

Conseil de l'Union européenne/
Raad van de Europese Unie
Rue de la Loi/Wetstraat 175
1048 Bruxelles/Brussel
BELGIQUE/BELGIË

Council of the European Union
Rue de la Loi/Wetstraat 175
1048 Bruxelles/Brussel
BELGIQUE/BELGIË

Addresses in French-speaking countries

In Belgium, France and Luxembourg, the presentation of the street name and number follow different principles which must be respected.

BELGIUM Rue de la Source 200	*Street name followed by the number (without a comma)*
FRANCE 24 rue de l'Allée-au-Bois	*Number followed by street name (without a comma)*
LUXEMBOURG 2, rue Mercier	*Number followed by street name (with a comma)*

9.1.3. Addresses in multilingual documents

In multilingual works of the European Union institutions, bodies and organisations, lists of addresses are usually composed once only so that they are harmonised and consistent.

NB: In unilingual works, if addresses are presented using the same structure in all linguistic versions (for example in a table containing a list of addresses appearing on the same page of the publication in all versions) we use the rules for multilingual works.

European Union Member States

For the European Union Member States, each address is presented in the original language, taking into account the following remarks.

— For Belgium, addresses are given in French and Dutch (an agreement has been concluded with the Belgian authorities that German, the third national language, is not represented).

— For Bulgaria, Greece and Cyprus, addresses are given once in characters of the original alphabet and once in Roman characters (English transcription). In the Bulgarian or Greek character version, the town and country names also appear in Roman characters (English transcription).

— For Ireland, addresses are given in Irish and English.

— For Malta, addresses are given in Maltese and English.

— For Finland, addresses are given in Finnish and Swedish.

An example of a multilingual list for European Union Member States is shown in Section 9.1.4.

Third countries

For third countries using a different alphabet (China, Japan and countries using Arabic languages, etc.), addresses require a transliteration into a Roman alphabet language. The name of the country, and possibly that of the town, appears in an internationally recognised EU language, usually English.

9.1.4. Addresses in the Member States: presentation and examples

The following example shows a multilingual list. The addresses used are mentioned solely to illustrate presentation and the data should not be considered current. For current data (street, number, telephone, etc.) please use an up-to-date source.

Belgium

Commission européenne
Représentation en Belgique
Rue Archimède 73
1000 Bruxelles
BELGIQUE

Tél. +32 22953844
Fax +32 22950166

Europese Commissie
Vertegenwoordiging in België
Archimedesstraat 73
1000 Brussel
BELGIË

Tel. +32 22953844
Fax +32 22950166

Bulgaria

Европейска комисия
Представителство в България
ул. „Московска“ № 9
1000 София/Sofia
БЪЛГАРИЯ/BULGARIA

Тел. +359 29335252
Факс +359 29335233

European Commission
Representation in Bulgaria
Moskovska 9
1000 Sofia
BULGARIA

Tel. +359 29335252
Fax +359 29335233

Czech Republic

Evropská komise
Zastoupení v České republice
Pod Hradbami 17
160 00 Praha 6
ČESKÁ REPUBLIKA

Tel. +420 224312835
Fax +420 224312850

Poštovní adresa:

P.O. Box 192
160 41 Praha 6
ČESKÁ REPUBLIKA

Denmark

Europa-Kommissionen
Repræsentation i Danmark
Højbrohus
Østergade 61
1004 København K
DANMARK

Tlf. +45 33144140
Fax +45 33111203

Germany

Europäische Kommission
Vertretung in Berlin
Unter den Linden 78
10117 Berlin
DEUTSCHLAND

Tel. +49 302280-2000
Fax +49 302280-2222

Estonia

Euroopa Komisjon
Esindus Eestis
Kohtu 10
10130 Tallinn
EESTI/ESTONIA

Tel +372 6264400
Faks +372 6264439

Ireland

An Coimisiún Eorpach
Ionadaíocht in Éirinn
Lárionad Jean Monnet
18 Sráid Dawson
Baile Átha Cliath 2/Dublin 2
ÉIRE

Teil. +353 16625113
Facs +353 16625118

European Commission
Representation in Ireland
Jean Monnet Centre
18 Dawson Street
Dublin 2
IRELAND

Tel. +353 16625113
Fax +353 16625118

Greece

Ευρωπαϊκή Επιτροπή
Αντιπροσωπεία στην Ελλάδα
Βασιλίσσης Σοφίας 2
106 74 Αθήνα/Athens
ΕΛΛΑΔΑ/GREECE

Τηλ. +30 2107251000
Φαξ +30 2107244620

European Commission
Representation in Greece
Vassilissis Sofias 2
106 74 Athens
GREECE

Tel. +30 2107251000
Fax +30 2107244620

Spain

Comisión Europea
Representación en España
Paseo de la Castellana, 46
28046 Madrid
ESPAÑA

Tel. +34 914315711
Fax +34 915760387

France

Commission européenne
Représentation en France
288 boulevard Saint-Germain
75007 Paris
FRANCE

Tél. +33 140633800
Fax +33 145569417/18/19

Italy

Commissione europea
Rappresentanza in Italia
Via IV Novembre 149
00187 Roma RM
ITALIA

Tel. +39 06699991
Fax +39 066791658

Cyprus

Ευρωπαϊκή Επιτροπή
Αντιπροσωπεία στην Κύπρο
Iris Tower, 8ος όροφος
Αγαπήνωρος 2
1076 Λευκωσία/Nicosia
ΚΥΠΡΟΣ/CYPRUS

Τηλ. +357 22817770
Φαξ +357 22768926

European Commission
Representation in Cyprus
Iris Tower, 8th Floor
Agapinor Street 2
1076 Nicosia
CYPRUS

Tel. +357 22817770
Fax +357 22768926

Latvia

Eiropas Komisija
Pārstāvniecība Latvijā
Jēkaba kazarmas, Torņu iela 4–1C
Rīga, LV-1050
LATVIJA

Tel. +371 7325270
Fakss +371 7325279

Lithuania

Europos Komisija
Atstovybė Lietuvoje
Naugarduko g. 10
LT-01141 Vilnius
LIETUVA/LITHUANIA

Tel. +370 52313191
Faks. +370 52313192

Luxembourg

Commission européenne
Représentation au Luxembourg
Bâtiment Jean Monnet
Rue Alcide De Gasperi
2920 Luxembourg
LUXEMBOURG

Tél. +352 4301-1
Fax +352 4301-34433

Office des publications
de l'Union européenne
2, rue Mercier
2985 Luxembourg
LUXEMBOURG

Hungary

Európai Bizottság
Magyarországi Képviselete
Budapest
Bérc u. 23.
1016
MAGYARORSZÁG/HUNGARY

Tel. +36 12099700
Fax +36 14664221

Malta

Il-Kummissjoni Ewropea
Rappreżentanza ta' Malta
Villa 'The Vines'
51, Ix-Xatt ta' Xbiex
Ta' Xbiex
XBX 1020
MALTA

European Commission
Representation in Malta
Villa 'The Vines'
51, Ta' Xbiex Sea Front
Ta' Xbiex
XBX 1020
MALTA

Tel. +356 21345111
Fax +356 21344897

Netherlands

Europese Commissie
Vertegenwoordiging in Nederland
Korte Vijverberg 5
2513 AB Den Haag
NEDERLAND

Tel. +31 703135300
Fax +31 703646619

Austria

Europäische Kommission
Vertretung in Österreich
Kärntnerring 5-7
1010 Wien
ÖSTERREICH

Tel. +43 151618-0
Fax +43 15134225

Poland

Przedstawicielstwo Komisji
Europejskiej w Polsce
Centrum Jasna
ul. Jasna 14/16a
00-041 Warszawa
POLSKA/POLAND

Tel. +48 225568989
Faks +48 225568998

Portugal

Comissão Europeia
Representação em Portugal
Largo Jean Monnet 1-10.°
1069-068 Lisboa
PORTUGAL

Tel. +351 213509800
Fax +351 213509801/02/03

Romania

Comisia Europeană
Reprezentanţa din România
Str. Jules Michelet nr. 18, sector 1
010463 Bucureşti
ROMÂNIA

Tel. +40 212035400
Fax +40 212128808

Slovenia

Evropska komisija
Predstavništvo v Sloveniji
Trg republike 3/XI
SI-1000 Ljubljana
SLOVENIJA

Tel. +386 14251303
Faks +386 14252085

Slovakia

Európska komisia
Zastúpenie Slovensko
Panská 3
811 01 Bratislava
SLOVENSKO/SLOVAKIA

Tel. +421 254431718
Fax +421 254432972

Finland

Euroopan komissio
Suomen edustusto
Pohjoisesplanadi 31
FI-00100 Helsinki
SUOMI/FINLAND

P. +358 96226544
F. +358 9656728

Europeiska kommissionen
Representationen i Finland
Norra esplanaden 31
FI-00100 Helsingfors
FINLAND

Tfn +358 96226544
Fax +358 9656728

Sweden

Europeiska kommissionen
Representationen i Sverige
Regeringsgatan 65, 6 tr.
Box 7323
SE-103 90 Stockholm
SVERIGE

Tfn +46 856244411
Fax +46 856244412

United Kingdom

European Commission
Representation in the United
Kingdom
Jean Monnet House
8 Storey's Gate
London
SW1P 3AT
UNITED KINGDOM

Tel. +44 2079731992
Fax +44 2079731900

Other possible forms of presentation (Belgium and Finland)

Belgium

Commission européenne/
Europese Commissie
Rue Archimède/Archimedestraat 73
1000 Bruxelles/Brussel
BELGIQUE/BELGIË

Tél./tel. +32 22953844
Fax +32 22950166

Finland

Akateeminen Kirjakauppa /
Akademiska Bokhandeln
Pohjoisesplanadi 39 /
Norra esplanaden 39
PL/PB 128
FI-00101 Helsinki/Helsingfors
SUOMI/FINLAND

P./tfn +358 96226544
F./fax +358 9656728

NB: These phone numbers are listed in their international format. When phoning nationally, the latest norms of the telephone communications organisation for the relevant country must be followed. These norms vary from country to country and are in a constant state of evolution, making it impractical to list and keep them updated here. The norms include:

— the use of additional figure(s) in certain countries (e.g.'0' in Belgium, France and the UK, '06' in Hungary);
— the addition of the city code when not in the city zone (e.g. Lithuania);
— the addition of '0' when not in the relevant urban zone;
— the use of complementary codes for alternative service providers; and
— telephone number portability (which makes the area code obsolete and the location factor irrelevant).

9.1.5. Addresses in the Member States: specific characteristics

Country and postal codes

The following table describes precisely the structure of the postal codes in all Member States.

Country	Postal code ([1])	Country code	Comments
Belgium	4 figures		
Bulgaria	4 figures		
Czech Republic	5 figures		There is a space between the third and fourth figures. There are two spaces between the postal code and the town name.
Denmark	4 figures		
Germany	5 figures		Never use a country code (D- or DE-) in front of the postal code. Doing so could lead to a delay of mail being sorted by machine.
Estonia	5 figures		
Ireland	—		Add, if possible, the code for the sector in Dublin.
Greece	5 figures		There is a space between the third and fourth figures.
Spain	5 figures		
France	5 figures		
Italy	5 figures		Insert the abbreviation for the province after the town name — see the list on the UPU website (http://www.upu.int/fileadmin/userUpload/damFileSystem/universalPostalUnion/activities/addressing/postalAddressingSystemsInMemberCountries/sheetsEn/ITA.pdf).
Cyprus	4 figures		
Latvia	4 figures (to the right)	LV	The postal code must be preceded by 'LV-'. It is situated to the right of the town name, from which it is separated by a comma.
Lithuania	5 figures	LT	The postal code must be preceded by 'LT-'
Luxembourg	4 figures		
Hungary	4 figures		The street name must be placed under the town name. The postal code must be placed on a separate line, above the country name.
Malta	3 letters + 4 figures		The postal code must be placed under the town name, with a space between the letters and figures.
Netherlands	4 figures + 2 letters		There is a space between the figures and letters.
Austria	4 figures		
Poland	5 figures		There is a hyphen between the second and third figures.
Portugal	7 figures		There is a hyphen between the fourth and fifth figures.
Romania	6 figures		
Slovenia	4 figures	SI	The postal code must be preceded by 'SI-'.
Slovakia	5 figures		There is a space between the third and fourth figures.
Finland	5 figures	FI	The postal code must be preceded by 'FI-'.
Sweden	5 figures	SE	The postal code must be preceded by 'SE-'. There is a space between the third and fourth figures.
United Kingdom	5 to 7 alphanumeric characters		The postal code must be written on the next to last line of the address, above the country name. It must be on a line of its own without punctuation signs. A space separates the first block (2 to 4 alphanumeric characters) from the second block (3 characters which are always in the order: figure letter letter).

([1]) Unless indicated otherwise, the postal code appears to the left of the town name.

NB: For practical reasons (synoptism in all linguistic versions) the list is in protocol order.

Other observations

Some Member States (Belgium, Ireland, Malta and Finland) have two or more official languages that are used as working languages in the European institutions. (Although Cyprus has Greek and Turkish as official languages, only Greek is used as a working language in the European institutions.) Note that for Belgium, by virtue of an agreement with the Belgian authorities, the multilingual address format does not include the German version. For each of these Member States two official languages are used when writing addresses in multilingual format: French and Dutch for Belgium; Irish and English for Ireland; Maltese and English for Malta; and Finnish and Swedish for Finland.

Distinct characters must be taken into account in some countries (Bulgaria, Greece/Cyprus).

The writing of addresses for a destination in one of the countries of these two groups depends on the language(s) of the publication and on whether it is a unilingual or multilingual work.

Addresses for a destination in Belgium, Ireland, Malta or Finland

Unilingual works

— Works in one of the official languages of the destination country: in principle, addresses are in that language only.

— Works in another language of the EU: addresses are in both official languages of the destination country (as for multilingual works).

Multilingual works

Addresses are given in both official languages of the destination country.

Addresses for a destination in Bulgaria, Greece or Cyprus

Unilingual works

— Works in Bulgarian or Greek: the addresses are in the language of the publication but the town and country names are added in English.

— Works in the other languages of the EU: addresses are in Roman characters (with a transliteration if necessary, for example, of the street name).

Multilingual works

Addresses are given in Bulgarian/Greek and the town and country names are added in English. The complete address is also given in Roman characters (English transcription).

9.2. Electronic addresses

Information concerning electronic addresses is presented as indicated below.

— ‘E-mail:’ (use a colon):

E-mail: name.surname@ec.europa.eu

— ‘Internet:’ (use a colon):

Internet: http://europa.eu

For reasons of harmonisation, the abbreviation URL is no longer used to introduce an electronic address.

We may also indicate electronic addresses without the introductory term, particularly if space is limited:

name.surname@ec.europa.eu

http://www.europarl.europa.eu

NB: For Internet addresses it is preferable to retain the transfer protocol (http://, https://, ftp://…), particularly for ensuring the correct configuration of links when downloading Internet pages.

Internet addresses and punctuation

We attempt to avoid using a full stop or other punctuation at the end of an Internet address, to allow for easier copying and pasting into an Internet browser address bar. When possible, it is recommended to adapt the text by using parentheses around the Internet address, such as in the example 'see the Internet (http://europa.eu)'.

9.3. Telephone numbers

The ways of writing telephone numbers are controlled by various international standards issued by the International Telecommunication Union (principally recommendations ITU-T E.122, E.123 and E.126).

In practice, however, these norms pose various difficulties, especially those concerning the recommended forms of presentation. For reasons of simplification, the EU authorities have agreed on a uniform presentation in all EU languages, according to the following principles.

— Indicate the number in its international form.

— Prefix the international dialling code with a plus sign '+' (no following space) indicating the need to add the prefix for international calls.

— After the international dialling code and a space, the complete number, including the regional code if there is one, is presented in a single block:

  +33 140633900

— An extension number is separated from the main number by a hyphen. Do not pair off the digits of an extension number. They appear in a single block:

  +32 222020-43657

NB: For a national phone call, the international number must be modified according to the latest norms of the country's telephone communications organisation (e.g. including a local prefix between the international code and the actual telephone number). Because of the varying national arrangements and their constant evolution, telephone numbers will always be presented in their international format in the works of the European Union institutions and organs.

Grouped telephone numbers

When indicating more than one telephone number, separate them using a solidus with a space either side:

+33 140633900 / 140678900 / 140123456

When indicating consecutive numbers in an abbreviated manner, use a solidus without spaces. Use a hyphen to indicate the start of the variable part of the phone numbers, in the same manner as for extension numbers (see fourth bullet point above):

+33 1406339-00/01/02

Abbreviations/symbols

The abbreviations that should be used are listed below.

— ‘Tel.’ or ‘tel.’ (with a full stop but no colon).

— ‘Fax’ or ‘fax’ (without a full stop and without a colon).

— ‘Telex’ or ‘telex’ (without a colon).

— ‘Mobile’ or ‘mobile’ (without a colon).

A graphic symbol may be used to introduce telephone numbers:

☎ +33 1406339-00/01/02

NB: Do not use the term ‘GSM’ for ‘mobile’. GSM is one norm among many (GPRS, UMTS, etc.).

EUROPE *DIRECT*

In order to make it easy to remember, the Europe Direct telephone number is an exception to the above rules and should be written:

00 800 6 7 8 9 10 11

9.4. Citation of works and references to the Official Journal

Citation of works

Citations of works in the bibliography must all list the components in the same order and have the same presentation, which is identical in all the language versions.

For detailed rules see Section 5.5.4.

References to the Official Journal

See Section 3.1.

In Court of Justice publications other than texts published in the Official Journal, the following form is also used:

OJ 1987 L 256, p. 1.

9.5. Administrative structure of the European Union: official titles and listing order

9.5.1. Institutions and bodies

See also
Annex A9 — Institutions, bodies, interinstitutional services and organisations: multilingual list

The institutions and bodies must be listed in **protocol order**.

The following list indicates the official title, following protocol order since 1 December 2009 (entry into force of the Treaty of Lisbon). The list is followed by a table indicating the form of title to use according to type of publication, as well as the relevant abbreviation and location of the seat.

(a) Institutions

— European Parliament

— European Council
  - President of the European Council

— Council of the European Union

— European Commission

— Court of Justice of the European Union
  - Court of Justice
  - General Court
  - Civil Service Tribunal

— European Central Bank

— European Court of Auditors

Three Councils
(Do not get them confused)

In the European Union

European Council

Meetings of the Heads of State or Government (presidents or prime ministers) and the President of the European Commission take place, in principle, four times a year. These meetings are also known as 'summits'. The European Council fixes the general political guidelines of the Union.

Council of the European Union

The ministers of the Member States meet regularly within the Council of the European Union. Depending on the issue on the agenda, each country will be represented by the minister responsible for that. It is the Union's main decision-making body and determines the greater part of European legislation.

Outside the European Union

Council of Europe

The Council of Europe is an intergovernmental organisation but is not a European institution (see its website).

(b) External policy body

— European External Action Service
  - High Representative of the Union for Foreign Affairs and Security Policy

(c) Consultative bodies

— European Economic and Social Committee

— Committee of the Regions of the European Union

(d) Other bodies

— European Investment Bank
  - European Investment Fund

— European Ombudsman

— European Data Protection Supervisor

INSTITUTIONS AND BODIES — Different forms of title			
Long name	***Short name*** (1)	***Abbreviation***	***Seat***
European Parliament	Parliament	EP	Strasbourg (2)
European Council	—	—	Brussels
Council of the European Union	Council NB: In popular parlance: — Council [Council of ... (specialised, e.g. Agriculture, Ministers) — e.g. Fisheries Council (specific)	—	Brussels
European Commission	Commission	—	Brussels (3)
Court of Justice of the European Union (*institution*)	Court of Justice	CJEU	Luxembourg
• Court of Justice (*instance*)	Court	—	Luxembourg
• General Court	Court	—	Luxembourg
• Civil Service Tribunal	Tribunal	—	Luxembourg
European Central Bank	European Central Bank, Bank	ECB	Frankfurt am Main
European Court of Auditors (4)	Court of Auditors, Court	ECA	Luxembourg
in the Official Journal: Court of Auditors			
European External Action Service	—	EEAS	Brussels
European Economic and Social Committee	Committee	EESC (5)	Brussels
Committee of the Regions of the European Union	Committee of the Regions, Committee	CoR	Brussels
in the Official Journal: Committe of the Regions			
European Investment Bank	Bank	EIB	Luxembourg
European Ombudsman	Ombudsman	—	Strasbourg (6)
European Data Protection Supervisor	European Supervisor, Supervisor	EDPS	Brussels

Notes concerning the institutions and bodies

(1) The abbreviated form should only be used if there is no possibility of confusion (notably between 'Court' and 'Committee'). The full expression must always be used at the first mention.

(2) The seat of the Parliament is at Strasbourg. Additional sessions are organised at Brussels. The Secretariat is installed at Luxembourg.

(3) The Commission has its seat at Brussels, but it has some services based in Luxembourg.

(4) 'European Court of Auditors' is the title in general use. However, the official title used in purely legal texts is 'Court of Auditors of the European Union' (before 1.12.2009: 'Court of Auditors of the European Communities'), even if it is rarely found in texts. The short form 'Court of Auditors' is used in the Official Journal.

(5) Do not use the short form 'Economic and Social Committee' or the abbreviation 'CES'.

(6) The seat of the Ombudsman is that of the European Parliament.

9.5.2. Interinstitutional services (1)

European Personnel Selection Office (2) • European Administrative School (3)	EPSO (*) • EAS (*)	Brussels	OJ L 197, 26.7.2002, p. 56 • OJ L 37, 10.2.2005, p. 17
Publications Office of the European Union (4)	OP (*)	Luxembourg	OJ L 168, 30.6.2009, p. 41

Notes concerning interinstitutional services

(*) Unique abbreviation for all linguistic versions.

([1]) Attached administratively to the European Commission.

([2]) Usual name.

([3]) Attached administratively to the European Personnel Selection Office.

([4]) Until 30.6.2009: 'Office for Official Publications of the European Communities'.

9.5.3. Decentralised organisations (agencies)

Decentralised organisations (agencies) are created by a specific legislative act and charged with a particular task.

Generally, the organisations are cited in **alphabetical order of the language of the publication**.

Community Fisheries Control Agency	CFCA	Vigo	OJ L 128, 21.5.2005, p. 1
Community Plant Variety Office	CPVO	Angers	OJ L 227, 1.9.1994, p. 1
European Agency for Safety and Health at Work	EU-OSHA (*)	Bilbao	OJ L 216, 20.8.1994, p. 1
European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union	Frontex (*)	Warsaw	OJ L 349, 25.11.2004, p. 1
European Aviation Safety Agency	EASA	Cologne	OJ L 240, 7.9.2002, p. 1
European Centre for Disease Prevention and Control	ECDC (*)	Stockholm	OJ L 142, 30.4.2004, p. 1
European Centre for the Development of Vocational Training	Cedefop (*)	Thessaloniki	OJ L 39, 13.2.1975, p. 1
European Chemicals Agency	ECHA (*)	Helsinki	OJ L 396, 30.12.2006, p. 1
European Environment Agency	EEA	Copenhagen	OJ L 126, 21.5.2009, p. 13
European Food Safety Authority	EFSA (*)	Parma	OJ L 31, 1.2.2002, p. 1
European Foundation for the Improvement of Living and Working Conditions	Eurofound (*)	Dublin	OJ L 139, 30.5.1975, p. 1
European GNSS Agency	GSA (*)	Prague (**)	OJ L 276, 26.10.2010, p. 11
European Institute for Gender Equality	EIGE (*)	Vilnius	OJ L 403, 30.12.2006, p. 9
European Maritime Safety Agency	EMSA (*)	Lisbon	OJ L 129, 29.4.2004, p. 1
European Medicines Agency	EMA (*)	London	OJ L 136, 30.4.2004, p. 1
European Monitoring Centre for Drugs and Drug Addiction	EMCDDA	Lisbon	OJ L 36, 12.2.1993, p. 1 (recast: OJ L 376, 27.12.2006, p. 1)
European Network and Information Security Agency	ENISA (*)	Heraklion	OJ L 77, 13.3.2004, p. 1
European Railway Agency	ERA	Lille-Valenciennes	OJ L 164, 30.4.2004, p. 1
European Training Foundation	ETF (*)	Torino	OJ L 131, 23.5.1990, p. 1
European Union Agency for Fundamental Rights ([1])	FRA (*)	Vienna	OJ L 53, 22.2.2007, p. 1
Office for Harmonization in the Internal Market (Trade Marks and Designs) ([2])	OHIM	Alicante	OJ L 11, 14.1.1994, p. 1
Translation Centre for the Bodies of the European Union	CdT	Luxembourg	OJ L 314, 7.12.1994, p. 1
Archived			
European Agency for Reconstruction (end of mandate: 31.12.2008))	EAR	Thessaloniki	OJ L 299, 20.11.1999, p. 1

Common foreign and security policy

European Defence Agency	EDA	Brussels	OJ L 245, 17.7.2004, p. 17
European Union Institute for Security Studies	EUISS	Paris	OJ L 200, 25.7.2001, p. 1
European Union Satellite Centre	EUSC	Torrejón de Ardoz	OJ L 200, 25.7.2001, p. 5

Police and judicial cooperation in criminal matters

Eurojust ([3])	—	The Hague	OJ L 63, 6.3.2002, p. 1
European Police College	CEPOL (*)	Bramshill	OJ L 256, 1.10.2005, p. 63
European Police Office	Europol	The Hague	OJ C 316, 27.11.1995, p. 1 OJ L 121, 15.5.2009, p. 37

Notes concerning decentralised organisations

(*) Unique abbreviation for all linguistic versions.

(**) Provisionally located at Brussels.

([1]) The European Union Agency for Fundamental Rights replaced the European Monitoring Centre on Racism and Xenophobia.

([2]) The short form 'Office for Harmonization' is also seen. (Do not use 'Office for Trade Marks'.)

([3]) Eurojust is the European agency for the enhancement of judicial cooperation.

NB: See also Decision 2004/97/EC, Euratom of 13 December 2003 on the location of certain offices and agencies of the European Union (OJ L 29, 3.2.2004, p. 15).

9.5.4. Executive agencies

These agencies are legal entities established in accordance with Council Regulation (EC) No 58/2003 (OJ L 11, 16.1.2003) with a view to being entrusted with certain tasks relating to the management of one or more European Union programmes. These agencies are set up for a fixed period.

Education, Audiovisual and Culture Executive Agency	EACEA (*)	Brussels	OJ L 24, 27.1.2005, p. 35
European Research Council Executive Agency	ERCEA (*)	Brussels	OJ L 9, 12.1.2008, p. 15
Executive Agency for Competitiveness and Innovation	EACI (*)	Brussels	OJ L 140, 1.6.2007, p. 52
Executive Agency for Health and Consumers	EAHC (*)	Luxembourg	OJ L 173, 3.7.2008, p. 27
Research Executive Agency	REA (*)	Brussels	OJ L 11, 15.1.2008, p. 9
Trans-European Transport Network Executive Agency	TEN-T EA (*)	Brussels	OJ L 32, 6.2.2007, p. 88

Notes concerning executive agencies

(*) Unique abbreviation for all linguistic versions.

9.5.5. Euratom agencies and bodies

These agencies or bodies have been created to support the aims of the European Atomic Energy Community Treaty (Euratom).

Euratom Supply Agency	—	Luxembourg	OJ L 41, 15.2.2008, p. 15
Fusion for Energy Joint Undertaking ([1])	—	Barcelona	OJ L 90, 30.3.2007, p. 58

Notes concerning Euratom agencies and bodies

([1]) European Joint Undertaking for ITER and the Development of Fusion Energy.

9.5.6. Other organisations

ARTEMIS Joint Undertaking	—	Brussels	OJ L 30, 4.2.2008, p. 52
Clean Sky Joint Undertaking	—	Brussels	OJ L 30, 4.2.2008, p. 1
ENIAC Joint Undertaking	—	Brussels	OJ L 30, 4.2.2008, p. 21
European Institute of Innovation and Technology	EIT (*)	Budapest	OJ L 97, 9.4.2008, p. 1
IMI Joint Undertaking ([1])	—	Brussels	OJ L 30, 4.2.2008, p. 38
SESAR Joint Undertaking ([2])	—	Brussels	OJ L 64, 2.3.2007, p. 1 OJ L 352, 31.12.2008, p. 12
At planning stage			
Agency for the Cooperation of Energy Regulators	ACER	Ljubljana	OJ L 211, 14.8.2009, p. 1
European Asylum Support Office	EASO	Valletta	OJ L 132, 29.5.2010, p. 11

Notes concerning other organisations

(*) Unique abbreviation for all linguistic versions.

([1]) Joint Undertaking for the implementation of the Joint Technology Initiative on Innovative Medicines.

([2]) Joint undertaking to develop the new generation European air traffic management system.

9.6. Commission directorates-general and services: official titles

Letter codes (for internal use only)
and numerical codes
(for IT use exclusively)

Full name and order of listing	Short name	Commonly used abbreviation	Letter code (internal use) ([1])	Numerical code ([2]) (invisible)
Secretariat-General		SG	SG	31
Legal Service		SJ	SJ	32
Directorate-General for Communication	Communication DG		COMM	61
Bureau of European Policy Advisers			BEPA	48
Directorate-General for Economic and Financial Affairs ([3])	Economic and Financial Affairs DG		ECFIN	02
Directorate-General for Enterprise and Industry	Enterprise and Industry DG		ENTR	62
Directorate-General for Competition	Competition DG		COMP	04
Directorate-General for Employment, Social Affairs and Inclusion	Employment, Social Affairs and Inclusion DG		EMPL	05
Directorate-General for Agriculture and Rural Development	Agriculture and Rural Development DG		AGRI	06
Directorate-General for Energy	Energy DG		ENER	27
Directorate-General for Mobility and Transport	Mobility and Transport DG		MOVE	7
Directorate-General for Climate Action	Climate Action DG		CLIMA	87
Directorate-General for the Environment	Environment DG		ENV	11
Directorate-General for Research and Innovation	Research and Innovation DG		RTD	12
Joint Research Centre		JRC	JRC	53
Directorate-General for the Information Society and Media	Information Society and Media DG		INFSO	13
Directorate-General for Maritime Affairs and Fisheries	Maritime Affairs and Fisheries DG		MARE	14
Directorate-General for the Internal Market and Services	Internal Market and Services DG		MARKT	15
Directorate-General for Regional Policy	Regional Policy DG		REGIO	16
Directorate-General for Taxation and Customs Union	Taxation and Customs Union DG		TAXUD	21
Directorate-General for Education and Culture	Education and Culture DG		EAC	63
Directorate-General for Health and Consumers	Health and Consumers DG		SANCO	64
Directorate-General for Home Affairs	Home Affairs DG		HOME	65
Directorate-General for Justice	Justice DG		JUST	76
Foreign Policy Instruments Service			FPIS	59
Directorate-General for Trade	Trade DG		TRADE	67

Directorate-General for Enlargement	Enlargement DG		ELARG	69
EuropeAid Development and Cooperation Directorate-General	EuropeAid Development and Cooperation DG		DEVCO	55
Directorate-General for Humanitarian Aid and Civil Protection (ECHO)	Humanitarian Aid and Civil Protection DG (ECHO)	ECHO	ECHO	51
Eurostat		Eurostat	ESTAT	34
Directorate-General for Human Resources and Security	Human Resources and Security DG		HR	09
Directorate-General for Informatics	Informatics DG		DIGIT	50
Directorate-General for the Budget	Budget DG		BUDG	19
Internal Audit Service			IAS	25
European Anti-Fraud Office		OLAF	OLAF	57
Directorate-General for Interpretation	Interpretation DG		SCIC	38
Directorate-General for Translation	Translation DG	DGT	DGT	47
Publications Office of the European Union	Publications Office	OP	OP	43
Office for Infrastructure and Logistics in Brussels			OIB	39
Office for the Administration and Payment of Individual Entitlements			PMO	40
Office for Infrastructure and Logistics in Luxembourg			OIL	41
European Communities Personnel Selection Office	European Personnel Selection Office ([4])	EPSO	EPSO	42
Executive Agency for Competitiveness and Innovation		EACI	EACI	81
Education, Audiovisual and Culture Executive Agency		EACEA	EACEA	82
Executive Agency for Health and Consumers		EAHC	EAHC	83
Trans-European Transport Network Executive Agency		TEN-T EA	TENEA	84
European Research Council Executive Agency		ERCEA	ERCEA	85
Research Executive Agency		REA	REA	86

([1]) Code strictly reserved for internal use. For all documents destined for publication (paper or electronic form), use the conventional abbreviations or acronyms.

([2]) In certain computer systems, code 60 is used for the cabinets.

([3]) Note that the title of the portfolio of the Commissioner in charge is ‘Economic and Monetary Affairs’.

([4]) Usual name. The full name is used only in legal texts dealing with the statutes of EPSO.

Part Four

Publications in English

10. House rules for the preparation of the text

10.1. Punctuation

10.1.1. Full stop

The full stop is normally deleted from headings. 'Etc.' only needs one point if it ends a sentence. Abbreviations are followed by a point unless the last letter of the word is included (a contraction), for example, Dr, Mrs, Ltd, but Co., Art., Chap. See also Section 10.7 below and Annexes A3 and A4.

NB: — 'No' as in 'No 1' (a contraction of 'numero', not an abbreviation) is never followed by a point.
— Footnotes always end with a full stop.

10.1.2. Semicolon

When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity:

> The membership of the international commission was constituted as follows: France, 4; Germany, 5; Italy, 3; United Kingdom, 1; United States, 7.

10.1.3. Colon

Do not use colons at the end of headings or to introduce a table or graph set in text matter. A colon can be used to divide a sentence into two parts that contrast with or balance each other. The first part, before the colon, must be a full sentence in its own right: the second need not be.

Please note that both semicolons and colons should always be typed close up to the preceding letter or figure.

10.1.4. Parentheses (round brackets)

Parentheses admit an insertion into the text which is not essential to its sense:

> 'I have seen charity (if charity it can be called) insult with an air of pity.'

The opening parenthesis is never preceded by a comma. If a whole sentence is within parentheses, the full point must be placed before the closing parenthesis.

10.1.5. Square brackets

They are used to interpolate a statement other than by the original author:

> 'They [the Lilliputians] rose like one man.'

Square brackets may also be used in administrative drafting to indicate optional passages or those still open to discussion.

It is not normal practice in English to use square brackets to enclose text already in parentheses; double parentheses will suffice.

10.1.6. Quotation marks

Single quotation marks should always be used, but use double quotation marks for a quotation within a quotation. If there should be yet another quotation within the second quotation it is necessary to revert to single quotation marks. (See also Section 4.2.3.)

Punctuation must be placed according to the sense; if it belongs to the quotation, it is quoted, otherwise it is not quoted.

Do not enclose titles of books, newspapers or foreign expressions in quotation marks as they are usually displayed in italic. It is not necessary to use quotation marks as well as bold or italic. (See Section 5.5.4 for use of italic and quotation marks in bibliographies.)

10.1.7. Dash

Be careful to distinguish between the dash and the hyphen which is smaller, and the subtraction mark, which is between the two, by leaving a space on either side of a dash. In electronic manuscripts type two hyphens to represent the dash (see Section 6.4).

The dash can replace commas or parentheses in running text as well as being an additional device to clarify involved sentences.

The dash can also be used in lists (see Section 5.7).

10.1.8. Ellipsis

Ellipses, which are never more than three points, indicate an omission in the text. Should an ellipsis fall at the end of a sentence there is no final full stop.

— It can also be used to replace a line, sentence or paragraph of the text (see Section 5.10).

— When placed at the beginning of the text, it is followed by a normal space.

— When replacing one or more words in the middle of a sentence, it is preceded and followed by a normal space.

Continental practice also uses the ellipsis in the same way as the word ‘etc.’ is used in English. Avoid this.

10.1.9. Solidus

— The solidus, also known variously as an oblique stroke, a slash or a shilling stroke, is used for alternatives (and/or), to mean ‘per’ (km/day) and fractions (19/100).

— Marketing years, financial years, etc. that do not coincide with calendar years are denoted by a solidus, e.g. 1991/92, which is 12 months, rather than by a hyphen, e.g. 1991-92, which means two years.

10.1.10. Hyphen

— Hyphenate nouns composed of participle plus preposition:

They discussed the buying-in of sugar.

— Adverbs modifying the following adjective do not generally need a hyphen:

newly industrialised developing countries.

— Compound adjectives modifying a noun always take a hyphen:

up-to-date statistics, long-term policies, foot-and-mouth disease,

but:

policies in the long term,

NB: exception: value added tax.

— Prefixes also take a hyphen:

anti-American, non-cooperative, co-responsibility levy, co-funded, self-employed;

unless the prefix has become part of the word by usage:

coordination, subsection, reshuffle.

— Note the use of: socioeconomic, case-law, time limit, Advocate General, value added.

10.1.11. Question mark

Every question which expects a separate answer should be followed by a question mark. The next word should begin with a capital letter.

Use a question mark after an announcement in a sentence that what follows is a question, and after a 'semi-indirect' question:

We should ask ourselves: will it affect EU trade, and if so, how? Can the impact be measured?

However, do not use a question mark in indirect speech:

We should ask ourselves whether it will affect EU trade.

No question mark is necessary after a request or instruction disguised as a question out of courtesy:

Would you please sign and return the attached form.

10.1.12. Exclamation mark

An exclamation mark is used after an exclamatory word, phrase or sentence. It may also be used within square brackets, after a quotation, to express the editor's amusement, dissent or surprise.

In mathematical and statistical texts, the exclamation mark identifies a factorial:

$6! = 6 \times 5 \times 4 \times 3 \times 2 \times 1$

10.1.13. Apostrophe

Note that some place names containing a possessive omit the apostrophe: Earls Court, Kings Cross, while others retain it: St John's Wood, King's Lynn. See the *Oxford writers' dictionary* for individual cases.

No apostrophe is necessary in abbreviations such as MEPs, UFOs, 1920s, or in the following: bus, cello, flu, fridge, phone, plane, teens.

10.2. Verbs

10.2.1. Singular or plural?

Bodies and institutions (and most countries) usually take a singular verb:

The United States is … The Council is …

An exception is made where the individual members of the body are emphasised:

The police have failed … A majority were … A number of people are …

but:

The majority is … The number of people is …

Percentages can be treated as either singular or plural. Sums of money take a singular verb:

EUR 2 million was made available, of which 56 % has been …

Only 10 % of those eligible were likely to …

'None' may take either a singular or a plural verb.

The sciences of mathematics, dynamics, kinetics, statistics and economics are singular. Statistics meaning simply 'figures' is plural; so too is economics in the sense of 'commercial viability' as in 'the economics of the new process were studied in depth'.

10.2.2. Verb forms

In British usage (unlike US), a final -l is doubled after a single vowel on adding -ing or -ed (sole exception: parallel, paralleled):

total, totalling, totalled

level, levelling, levelled

Other consonants only double if the last syllable of the root verb is stressed:

admit, admitting, admitted

benefit, benefiting, benefited

combat, combating, combated

enter, entering, entered

refer, referring, referred

Exception: some verbs ending in -p (e.g. handicapped, worshipped). Note also: focus, focuses, focusing.

In data-processing usage avoid the forms 'input(t)ed' and 'output(t)ed'. Instead, use 'input' and 'output': e.g. '70 000 items of data were input last month'. However, note the verb 'to format' which takes the forms 'formatted' and 'formatting'.

Note also: age, ageing.

10.3. Spelling

As a general rule the first entry in the *Concise Oxford dictionary* should be followed. An exception to this rule is the spelling of words ending in -ise/-ize. Although both forms are correct, the preferred spelling is '-ise' and this should be applied to ensure consistency.

When adding -able, drop a final silent -e (debatable, conceivable) unless it affects a preceding consonant (changeable, traceable); the only common exceptions are sizeable and saleable (sizable, salable are US).

Use -ct- not -x- in connection, reflection, etc. Note also: carcass (plural: carcasses), not carcase/carcases.

10.3.1. Tricky plurals

Follow the list below:

Singular	**Plural**
addendum	addenda
appendix	appendices
bacterium	bacteria
consortium	consortia
corrigendum	corrigenda
criterion	criteria
datum	data (takes plural verb)
focus	focuses (focal points) foci (mathematics)
formula	formulas (politics) formulae (science)
forum	forums (avoid fora)
index	indexes (books) indices (science, economics)
maximum	maximums maxima (science)
medium	mediums (life sciences, art) media (press, communications)
memorandum	memoranda
microfiche	microfiche (technically same as singular)
phenomenon	phenomena
plus	pluses
premium	premiums
referendum	referendums
spectrum	spectrums (politics) spectra (science)
surplus	surpluses
symposium	symposia
vortex	vortices

10.3.2. Interference effects

Confusion between English words

Check typescripts for errors involving the words below:

dependent (adj.)	dependant (noun) also: independent, dependence, dependency
license (verb)	licence (noun)
maintain (verb)	maintenance (noun)
premiss, premisses (propositions)	premises (building)
practise (verb)	practice (noun)
principal (adj./noun)	principle (noun only)

Confusion between English and French

English	French
address	adresse
apartment	appartement
competitiveness	compétitivité
correspondence	correspondance
defence	défense
environment	environnement
example	exemple
existent	existant
independence	indépendance
medicine	médecine
messenger	messager
negligible	négligeable
negotiation	négociation
offence	offense
recommendation	recommandation
reflection	réflexion
responsible	responsable
tariff	tarif

10.4. Capitals and lower case

Use capitals sparingly. They are often employed to excess in commercial and administrative circles. When in doubt use lower case.

(a) Capitals denote proper names: Smith is a baker; Baker is a smith.

(b) Prefixes and titles forming a compound name: Sir Leon Brittan; the Bishop of Ely. Note, too, the difference in the use of Prince of Wales and … prince of Wales. The first has a particular sense, the second a general one.

(c) Parts of recognised geographical names and political divisions: North Pole, Northern Ireland, but northern England; River Plate, Trafalgar Square.

(d) Proper names of periods and historical events: Carboniferous, Classical, Byzantine, Dark Ages, First World War.

(e) Proper names of institutions, movements: Council of Europe, Christianity, the Crown.

(f) Party denominations and organisations: Socialist Group, Fianna Fáil Party, but liberal, socialist, etc., otherwise.

(g) Titles of office holders: President of the Republic, Vice-Chairman.

(h) Trade names, names of ships: the Spitfire, the *Cutty Sark* (this is a name, not a make), Ford Cortina, Persil.

(i) Compass points: no capitals for north, north-west, north-western, etc., unless part of an administrative or political unit (North Rhine-Westphalia, East Midlands, western Europe, central and eastern Europe/east European countries). The South-East is an administrative region of England, but do not capitalise in the general expression 'Rain is forecast for London and the south-east'. Distinguish between South Africa and southern Africa.

Compound compass points are hyphenated and, in official designations, each part is capitalised (the North-West Frontier).

Cardinal compass bearings are also abbreviated without a point, always capitals (54° E), but should be written out where possible in other uses.

(j) References to EU legislation: write Regulation, Decision, Directive, Annex and Article (followed by a number) with capitals if they refer to specific acts; use lower case for references to regulations, directives, etc. in a generalised sense and when referring to proposed legislation (i.e. draft regulation, a possible new directive on …).

(k) Full names of international agreements, conferences, conventions, etc.: International Coffee Agreement, Conference on Security and Cooperation in Europe, Convention on International Trade in Endangered Species of Wild Fauna and Flora.

(l) Publications: journals, newspapers and periodicals normally take a capital on each main word: *Daily Mail*, *Cambridge Journal of Economics*, *European Economy*. However, most EU publications take a capital only on the first word and on any proper nouns (and often on adjectives formed from proper nouns): *Interinstitutional style guide*, *Synopsis of the work of the Court of Justice of the European Communities*.

(m) Miscellaneous: Figure, Number, Plate (Fig., No, Pl.) and Amendment, Volume, Chapter, Section, Article (Vol., Chap., Sect., Art.) should always have an initial capital when followed by a numeral; conversely, paragraph, point, line, etc. should not be capitalised. In botanical works, etc., the name of the genus appears with initial capitals, in italic. Major EU reports (e.g. the General Report, Agricultural Report, Competition Policy Report, Annual Economic Report) should also be capitalised.

Not all adjectives derived from proper nouns take a capital: arabic (numerals), french (chalk, polish, windows), morocco (leather), roman (type). Note also: volt, watt, ampere, centigrade (but Celsius, Fahrenheit); honourable Member (of EP); Member State, non-member country; Third World, North-South dialogue; integrated Mediterranean programmes (IMPs); Multifibre Arrangement; New Community Instrument; Edinburgh Summit; Director-General, Directorate-General (but use lower case in a generalised sense); common agricultural policy (CAP); EU Structural Funds.

EU programmes take lower case. Titles can also be written within quotation marks with initial capital on the first word and the word programme outside the quotation marks:

> the programme on research and development in advanced communications technologies in Europe;
>
> the high-temperature materials programme; the 'Europe against cancer' programme.

10.5. Numbers, dates and time

Spell out numbers one to nine, use digits thereafter; where numbers in the same sentence fall above and below this limit use figures for both: '9 to 11', not 'nine to 11'. The following exceptions and rules apply:

(a) Use the contraction 'No', plural 'Nos' (no points).

(b) Ordinal numbers follow the same pattern, including centuries: ninth century, 19th century.

(c) Figures are to be used in a series of stated quantities and always before an abbreviation: 6 kg, 7 years old, 11 metres, 28 000 tonnes.

(d) Sums: EUR 2 000 000 (or EUR 2 million).

(e) Use billion to mean 1 000 million. To avoid ambiguity with former usage, define this in an abbreviations list or at first mention (by putting 1 000 million in brackets).

(f) Fractions: insert hyphens when used as an adverb or adjective (two-thirds complete, a two-thirds increase), but not when used as a noun (an increase of two thirds).

(g) Percentages: 15 % (preferably use the symbol, preceded by a thin space, see Section 6.4) in words write 'per cent' (two words, no point).

— In statistics each decimal place, even if zero, adds to accuracy: 3.5 % is not the same as 3.50 % or 3½ %. The fraction is more approximate.

— Make the distinction between '%' and 'percentage point(s)'.

(h) Temperatures: 25 °C (as also in alcohol content and degrees of latitude and longitude).

(i) Pagination: p. 250, Fig. 5, footnote 6.

(j) A range of numbers may be elided:

— page numbers: pp. 7-13, 312-17 (Butcher);

— use 'to' in case of ambiguity, particularly with measurements which may use a descending as well as an ascending scale: 31-5 may mean 31 to 5 or 31 to 35;

— write *either* 'from 50 to 100' or '50-100'; *but not* 'from 50-100'.

(k) Where the number begins a sentence it should be spelled out in full. Avoid beginning a sentence with a year: for example, instead of '1992 …' write 'The year 1992 …'

(l) The 1990s (never use 'the nineties', etc.).

(m) Dates in the text should always be given in their full form (6 June 1992), whereas in footnotes they should always be abbreviated, i.e. 6.6.1992, not 6.6.92; but use 1991-93, not 1991-1993 (exceptions: Eurostat titles and other multilingual publications).

NB: 'At its meeting from 23 to 25 July …' not '… 23-25 July …' in running text.
Similarly 'At its meeting on 23 and 24 July …' not '… 23/24 July …' in running text.
1991/92 = one year: marketing year, financial year, academic year (see Section 10.1.9).
Write: 'Wednesday 25 June 1997' (no comma after day of the week).

(n) Time: 24-hour system (or 12-hour system with a.m. and p.m.):

— 17.30 without h or hrs (or 5.30 p.m.);

— the full hour is written with zero minutes: 14.00 (2 p.m. or 2 o'clock); 12.00 (or 12 noon); 24.00 (or write the word 'midnight').

10.6. Italics

The use of italics is restricted to:

(i) book, film or play titles;

(ii) names of periodicals ('the' in connection with the title should be lower case roman (normal type) unless it is known that the article belongs to the title as in *The Times*);

(iii) words and short phrases from foreign languages: *Länder*, *carte blanche*; except for proper names, names of persons, institutions, places, etc. and not usually for foreign quotations.

Not all foreign words are italicised, however; a number have been assimilated into current English and are set in roman:

café, alias, detour, etc.

(iv) names of ships;

(v) formulae in mathematical works;

NB: Authors should take particular care to distinguish between l (lower case letter l) and 1 (the figure 1), between O (capital letter O) and 0 (zero) and between the roman numeral I and capital letter I.

(vi) scientific (Latin) names of flora and fauna;

(vii) the foreword, epilogue, publisher's note and, in general, any section of a work which was not written by the author.

Use quotation marks to cite quotations from books and periodicals rather than italic. The simultaneous use of italic and quotation marks must be avoided.

Latin abbreviations and phrases

Latin should be used sparingly as even the common phrases are often misused or misunderstood.

(i) Write all Latin abbreviations in roman.

e.g.; et al.; et seq., ibid.; i.e.; NB; op. cit.

(ii) Latin words should usually be printed in italic (e.g. *ex ante*), but certain common Latin phrases take roman (refer to the *New Oxford dictionary for writers and editors* for italic or roman style).

Examples of roman:

ad hoc, ad infinitum, inter alia, per capita, pro forma, status quo

10.7. Abbreviations, contractions, symbols and acronyms

Abbreviations should be avoided if the sense is not clear. The device for clarifying them is to spell out the abbreviation at the first mention, add the abbreviation in parentheses and use the abbreviation thereafter. Otherwise add a list of abbreviations to the preliminary matter of the job in hand.

Note the difference between a true abbreviation, in which the end of the word is lopped off (vol., co., inc.) and a contraction or suspension, in which the interior of the word is removed (Mr, Dr, contd, Ltd). The contraction is always printed without the final full point, whereas the abbreviation retains it.

Units of measurement and scientific symbols such as 'ha', 'km', 'mg', etc. do not need a final full point. They are not closed up to figures and do not have plurals:

4 ha, 9 m, 20 psi, 55 dB(A), 2000 kc/s

'No' is a symbol and does not take a final full point, but does take a plural 's'.

An acronym is defined as 'a word formed from the initial letters of other words' (e.g. NATO, Unesco). Some of these are formed from French titles (e.g. Cedefop).

As a general principle, acronyms do not have a full point between the capitals.

To facilitate the printing of multilingual texts, the Publications Office has adopted the following rules for most of the EU languages.

(i) Where an acronym, contraction or abbreviation, including names of programmes, of six letters or more can be pronounced, it is printed in upper and lower case (e.g. Unesco, Esprit).

(ii) An acronym, contraction or abbreviation, including names of programmes, of up to five letters is printed in capitals (e.g. EEC, COST, AIDS).

Acronyms of names that are usually used in the plural should be written as they are spoken (e.g. OCTs, SMEs, not OCT, SME, etc. unless used as an adjective).

See Annexes A3 and A4.

10.8. Miscellaneous

(a) The use of 'viz.' should be avoided. Use 'namely'. The abbreviation 'cf.' is acceptable and should not be changed to 'see'.

(b) Always use 'Heads of State or Government', not 'Heads of State or (and) of Government', or any other forms.

(c) Use a hyphen after 'non' as in 'non-compulsory'.

(d) Note the difference:

Ministry of … but Minister for …

(e) Numbered paragraphs and points are printed close up and in parentheses after the article number; unnumbered items come before the article number:

The third indent of the second subparagraph of Article 2(1) of Regulation No …

(f) Avoid abbreviating Article to 'Art.' in running text. Avoid using the § sign, which means 'section' in English, but 'paragraph' in other languages.

(g) Always use a full point on the line as a decimal point. Exceptions to this may be made for multilingual publications, statistical works, works where the tables are composed once for all language versions — for these exceptions a decimal comma is acceptable. The UK and Irish authorities agreed that the decimal comma should be used in all English-language editions of the Official Journal (starting from 1 March 1983).

(h) Administrative units: use the form Human Resources and Security DG, A.7.

11. Reference works

Consistency in spelling and the presentation of the text is essential, and great efforts should be made to ensure that the basic rules for composition of a text, as laid down in *New Hart's rules — the handbook of style for writers and editors*, are followed.

Spelling should follow the first entry in the *Concise Oxford dictionary* (see Section 10.3).

Owing to the interinstitutional nature of the Publications Office's role it is desirable to formulate a standard style of presentation for EU works. With this in view, the Office refers to the latest editions of the following publications when treating English-language texts:

— *Concise Oxford dictionary* (Oxford University Press);

— *Butcher's copy-editing — The Cambridge handbook for editors, copy-editors and proofreaders* (Cambridge University Press);

— *English style guide* (European Commission Directorate-General for Translation);

— *European Communities glossary — Phrases and terminology* (Council of the European Union);

— *Fowler's modern English usage* (Oxford University Press);

— *Multilingual glossary of abbreviations* (Council of the European Union);

— *New Hart's rules — The handbook of style for writers and editors* (Oxford University Press);

— *New Oxford dictionary for writers and editors — The essential A–Z guide to the written word* (Oxford University Press);

— *New Oxford spelling dictionary — The writers' and editors' guide to spelling and word division* (Oxford University Press);

— *United Nations terminology bulletin* (names of countries and adjectives of nationality).

Annexes

Annex A1

Graphics guide to the European emblem

Council of Europe • European Commission

The European flag

The European flag is not only the symbol of the European Union but also of Europe's unity and identity in a wider sense. The circle of gold stars represents solidarity and harmony between the peoples of Europe.

The number of stars has nothing to do with the number of Member States. There are 12 stars because the number 12 is traditionally the symbol of perfection, completeness and unity. The flag therefore remains unchanged regardless of EU enlargements.

History of the flag

Since its foundation in 1949, the Council of Europe has been aware of the need to give Europe a symbol with which its inhabitants can identify. On 25 October 1955, the Parliamentary Assembly made the unanimous decision to adopt a circle of 12 gold stars on a blue background as an emblem. On 8 December 1955, the Committee of Ministers adopted this as the European flag.

The Council of Europe's Parliamentary Assembly repeatedly expressed the desire that other European institutions should adopt the same symbol in order to strengthen the idea of solidarity between the different organisations in a united and democratic Europe.

It was the European Parliament which took the initiative for a flag to be adopted for the European Community. A draft resolution was presented in 1979, shortly after the first European elections held by universal suffrage. In a resolution adopted in April 1983 the Parliament decreed that the Community's flag should be that adopted by the Council of Europe in 1955. The European Council, meeting at Fontainebleau in June 1984, stressed the importance of promoting the European image and identity in the eyes of its citizens and the world. Then, in Milan in June 1985, it gave its approval to the proposal of the Committee on a People's Europe (Adonnino Committee) that a flag should be adopted by the Community. The Council of Europe agreed to the use, by the Community, of the European flag that it had adopted in 1955 and Community institutions have been using it since the beginning of 1986.

Thus the European flag and emblem represent both the Council of Europe and the European Community (and the European Union, since the entry into force of the Maastricht Treaty). It has now become the symbol par excellence *of a united Europe and European identity.*

The Council of Europe and the institutions of the European Union have expressed satisfaction with the growing awareness of the European flag and emblem among European citizens. The European Commission and the Council of Europe are responsible for ensuring that all uses of this symbol respect the dignity of the European flag and emblem, and for taking whatever measures are necessary to prevent misuse.

Introduction

This graphics guide is intended to help users reproduce the European emblem correctly. It includes instructions on how to create the emblem and a definition of the standard colours.

Symbolic description

Against the background of blue sky, 12 golden stars form a circle, representing the union of the peoples of Europe. The number of stars is fixed, 12 being the symbol of perfection and unity.

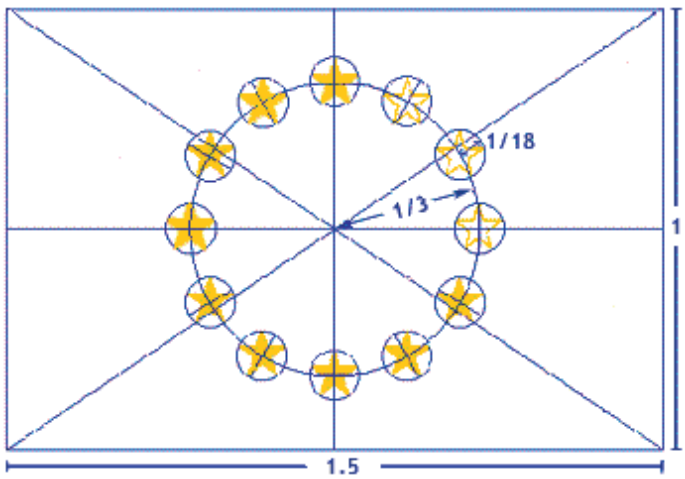
Heraldic description

On an azure field a circle of 12 golden mullets, their points not touching.

Geometrical description

The emblem is in the form of a blue rectangular flag of which the fly is one and a half times the length of the hoist. Twelve gold stars situated at equal intervals form an invisible circle whose centre is the point of intersection of the diagonals of the rectangle. The radius of the circle is equal to one-third of the height of the hoist. Each of the stars has five points, which are situated on the circumference of an invisible circle whose radius is equal to 1/18th of the height of the hoist. All the stars are upright — that is to say, with the top point vertical and two points in a straight line at right angles to the mast.

The circle is arranged so that the stars appear in the position of the hours on the face of a clock. Their number is invariable.



Regulation colours

The emblem

The colours of the emblem are Pantone Reflex Blue for the surface of the rectangle and Pantone Yellow for the stars. The international Pantone range is very widely available and easily accessible, even for non-professionals.

Four-colour process

If the four-colour process is used, it is not possible to use the two standard colours. It is therefore necessary to recreate them using the four colours of the four-colour process. Pantone Yellow is obtained by using 100 % ‘Process Yellow’. By mixing 100 % ‘Process Cyan’ with 80 % ‘Process Magenta’ one can get a colour very similar to Pantone Reflex Blue.

Internet

Pantone Reflex Blue corresponds to the web-palette colour RGB: 0/51/153 (hexadecimal: 003399) and Pantone Yellow corresponds to the web-palette colour RGB: 255/204/0 (hexadecimal: FFCC00).

Monochrome reproduction process

If only black is available, outline the rectangle in black and print the stars in black on white.

If blue is the only colour available, use Reflex Blue at 100 % for the rectangle and leave the stars in white (negative).

Reproduction on a coloured background

The emblem is preferably reproduced on a white background. Avoid a background of varied colours, and in any case one which does not go with blue. If there is no alternative to a coloured background, put a white border around the rectangle, with the width of this being equal to 1/25th of the height of the rectangle.

Examples of incorrect reproduction

1. The emblem is upside down.

2. The stars are not upright.

3. The stars are wrongly positioned in the circle: they must appear in the position of the hours on the face of a clock.

Use by third parties

The European emblem may be used only if:

— there is no likelihood of the user of the emblem being confused with the European Union or the Council of Europe;

— the emblem is not used in connection with objectives or activities that are incompatible with the aims and principles of the European Union or of the Council of Europe.

Permission to use the European emblem does not confer on those to whom it is granted any right of exclusive use, nor does it allow them to appropriate the emblem or any similar trademark or logo, either by registration or any other means. Each case will be examined individually to ascertain whether it satisfies the criteria set out above. Permission will be unlikely in a commercial context if the European emblem is used in conjunction with a company's own logo, name or trademark.

Requests from EU Member States:

European Commission
Secretariat-General
Directorate E-1 — Institutional Matters
Rue de la Loi/Wetstraat 200
1049 Bruxelles/Brussel
BELGIQUE/BELGIË
Tel. +32 22962626
Fax +32 22966140
E-mail: embl@ec.europa.eu

Requests from non-member countries:

Council of Europe
Directorate of Legal Advice and Public International Law (Dlapil)
67075 Strasbourg Cedex
FRANCE
Tel. +33 388412000
Fax +33 388412052
E-mail: legal.advice@coe.int

Originals for reproduction are available for downloading at:

http://europa.eu/abc/symbols/emblem/download_en.htm

Annex A2

Emblems

The emblems are reproduced here only for information and without prejudice to the specific conditions fixed by each institution, body, interinstitutional service or organisation for their use in reproduction.

Some emblems must include the name of the institution, body or organisation, and therefore vary with the language. To simplify the presentation, the name has been omitted in these emblems.

See also Section 9.5 (official titles and listing order).

Institutions and bodies

	European Union	
	Parliament	
	European Council	
CONSILIUM	**Council**	CONSILIUM
	Commission	Emblem to use in Commission documents dealing with EU policy

		Emblem to use for Commission documents of a purely internal nature (example: *Interinstitutional directory*)
	Court of Justice	
	European Central Bank	
	Court of Auditors	
	European Economic and Social Committee	
	Committe of the Regions	
	European Investment Bank	

	European Investment Fund	
	Ombudsman	
	European Data Protection Supervisor	

Interinstitutional services and decentralised organisations

Community Fisheries Control Agency	**Community Plant Variety Office**
Eurojust	**European Administrative School**

European Agency for Safety and Health at Work	**European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union**
European Aviation Safety Agency	**European Centre for Disease Prevention and Control**
European Centre for the Development of Vocational Training	**European Chemicals Agency**
European Personnel Selection Office	**European Defence Agency**

European Environment Agency	**European Food Safety Authority**
European Foundation for the Improvement of Living and Working Conditions	**European GNSS Agency**
European Institute for Gender Equality	**European Maritime Safety Agency**
European Medicines Agency	**European Monitoring Centre for Drugs and Drug Addiction**

European Network and Information Security Agency	**European Police College**
European Police Office	**European Railway Agency**
European Research Council Executive Agency	**European Training Foundation**
European Union Agency for Fundamental Rights	**European Union Institute for Security Studies**

European Union Satellite Centre	**Eurostat**
Fusion for Energy Joint Undertaking	**Office for Harmonization in the Internal Market (Trade Marks and Designs)**
Publications Office of the European Union	**Research Executive Agency**

Trans-European Transport Network Executive Agency	**Translation Centre for the Bodies of the European Union**

Annex A3

Abbreviations, symbols and contractions in common use

Definitions of abbreviations, contractions and suspensions as well as their usage appear in Section 10.7.

1. Civil titles

Mr	Messrs
Mrs	—
Miss	—
Ms	—
Dr	Drs
Prof.	Profs
HRH	—
St	—
HE	(His or Her Excellency)

2. Units of measurement

(written without points, they are not closed up to figures and take no plural)

mm	millimetre
cm	centimetre
cc	cubic centimetre (engines, etc., but use cm^3 in scientific and technical work)
m	metre (use m^2 not sq. m)
km	kilometre (use km^2 not sq. km)
mg	milligram
g	gram
kg	kilogram
t	tonne
GT	gross tonnage (shipping)
ml	millilitre
l	litre
hl	hectolitre
ha	hectare
s	second
min	minute
h or hr	hour
A	ampere

cd	candela
Hz	hertz
V	volt
W	watt
kW	kilowatt
MW	megawatt = 10^3 kW
kWh	kilowatt-hour
GWh	gigawatt-hour = 10^6 kWh
°C	degree Celsius
J	joule
n	nano-
N	newton
TJ	terajoule = 10^9 kJ
tkm	tonne-kilometre
toe	tonne of oil equivalent

3. Ordinal numbers

First, second, third, fourth, fifth, sixth, seventh, eighth, ninth (one to nine inclusive written in full)

but

10th, 11th, … 21st, 22nd, 23rd, 24th, etc.

4. Statistical symbols and abbreviations

—	nil
0	negligible (generally less than half the smallest unit or decimal of the heading)
:	figure not available or secret
*	estimate
p	provisional figure
r	revised figure
| or —	discontinuity in series
^	break in comparability
%	percentage
% AT	percentage variation
D	difference
Ø	average
MP/ØP	weighted average
AM	average annual growth
<	less than
>	more than
S	total

∃	'comprising': complete breakdown of a total
∋	'among which': partial breakdown of a total
θ	world
m	million (spell out in full wherever possible)
nes	not elsewhere specified
p.m.	token entry
1990–92	period of several calendar years (e.g. from 1.1.1990 to 31.12.1992)
1991/92	period of 12 consecutive months (e.g. tax year from April to March)

5. Other abbreviations

EU-6	the first six countries of the EC
EU-9	the first nine countries of the EC
EU-10	the first 10 countries of the EC
EU-12	the first 12 countries of the EC
EU-15	the first 15 countries of the EU
EU-25	the first 25 countries of the EU
EU-27	total of the countries of the EU
fob	free on board
cif	cost, insurance and freight
psr	produced in specific regions (quality wines)
plc	public limited company
SA	*société anonyme*
SARL	*société à responsabilité limitée*
SPRL	*société de personnes à responsabilité limitée*
GmbH	*Gesellschaft mit beschränkter Haftung*
SNC	*società in nome colletivo*
SpA	*società per azioni*
BV	*besloten vennootschap*
NV	*naamloze vennootschap*

The following abbreviations are used mainly in footnotes and bibliographies; in running text the complete form is preferable:

Art. (Arts)	Article(s)
Chap.	Chapter
Vol.	Volume
p.	page
pp.	pages
Tab.	Table
Gr.	Graph
Pl.	Plate
Illus.	Illustration
Fig.	Figure
cont.	continued

Annex A4

Main acronyms and abbreviations

Definitions of abbreviations and acronyms as well as their usage appear in Section 10.7.
Terms followed by an asterisk cannot be changed and may not follow the house rule.
The list is not exhaustive.

A

AASM	Associated African States and Madagascar
ACE	action for cooperation in the field of economics
ACP	African, Caribbean and Pacific States party to the Lomé Convention
AEC	Atomic Energy Commission (USA)
AETR	European agreement concerning the work of crews of vehicles engaged in international road transport
AG	DE: *Aktiengesellschaft*
AID	Agency for International Development (USA)
AIDS	acquired immune deficiency syndrome
Altener	programme for the promotion of renewable energy sources
ANC	African National Congress
APEC	Asia–Pacific economic cooperation
ASBL	FR: *association sans but lucratif*
ASCII	American standard code for information interchange
ASEAN	Association of South-East Asian Nations (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam)
ASEM	Asia–Europe Meeting
ASOR	Agreement on the international carriage of passengers by road by means of occasional coach and bus services
AU	African Union (replaced the OAU; see http://www.africa-union.org/)

B

BCC	Business Cooperation Centre
BC-NET	business cooperation network
Benelux	Economic Union of Belgium, Luxembourg and the Netherlands
BEUC	European Bureau of Consumers' Unions
BIC	1. Business and innovation centre 2. EU measure for the creation and development of business and innovation centres and their network
BLEU	Belgo-Luxembourg Economic Union
BSE	bovine spongiform encephalopathy

C

CAA	Civil Aviation Authority
CAD	computer-aided design
CAP	common agricultural policy
CARE	database on road accidents
CBSS	Council of the Baltic Sea States
CCAMLR	Convention on the Conservation of Antarctic Marine Living Resources
CCC	1. Customs Cooperation Council 2. Consumers' Consultative Council
CCCN	Customs Cooperation Council Nomenclature
CCITT	Consultative Committee on Innovation and Technology Transfer
CCT	Common Customs Tariff
CD-ROM	compact disc read-only memory
CE	as in 'CE marking': European Community conformity marking
CECA	FR: Communauté européenne du charbon et de l'acier (in EN: ECSC)
CECAF	Fishery Committee for the Eastern Central Atlantic
Cedefop	European Centre for the Development of Vocational Training (FR: Centre européen pour le développement de la formation professionnelle)
Cedex (*)	*courrier d'entreprise à distribution exceptionnelle* (in FR addresses)
CEECs	central and east(ern) European countries
CEIES	Advisory Committee on Statistical Information in the Economic and Social Spheres (FR: Comité consultatif européen de l'information statistique dans les domaines économique et social)
CELEX	interinstitutional computerised documentation system for Community law (*Communitatis Europaeae Lex*) (replaced by EUR-Lex)
CEN	European Committee for Standardisation (FR: Comité européen de normalisation)
Cenelec	European Committee for Electrotechnical Standardisation (FR: Comité européen de normalisation électrotechnique)
CEPOL	European Police College
CEPT	European Conference of Postal and Telecommunications Administrations (FR: Conférence européenne des administrations des postes et des télécommunications)
CERD	European Research and Development Committee (FR: Comité européen de la recherche et du développement)
CERN	European Organisation for Nuclear Research (FR: Organisation européenne pour la recherche nucléaire)
CESE	Comité économique et social européen (EN: EESC)
CFCA	Community Fisheries Control Agency
CFCs	chlorofluorocarbons
CFP	common fisheries policy
CFPE	Community financing projects for the environment
CFSP	common foreign and security policy
cif (*)	cost, insurance and freight
CIREA	Centre for Information, Discussion and Exchange on Asylum (within the General Secretariat of the Council)
CIS	Commonwealth of Independent States (see Annex A3)
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CJ	Court of Justice

CLRAE	Congress of Local and Regional Authorities of Europe
CMEA	Council for Mutual Economic Assistance (Comecon)
CN	Combined Nomenclature
cobol (*)	common business-oriented language
Codest	Committee for the European Development of Science and Technology (FR: Comité de développement européen de la science et de la technologie)
Cogeca	General Confederation of Agricultural Cooperatives in the European Union (formerly 'General Committee for Agricultural Cooperation in the EC')
Comecon	Council for Mutual Economic Assistance
Comedi	commerce electronic data interchange
Comext	database of external trade statistics
COPA	Committee of Professional Agricultural Organisations
COPEC	Joint Committee on Equal Opportunities for Women and Men (FR: comité paritaire de l'égalité des chances)
CoR	Committee of the Regions
CORDIS (*)	Community Research and Development Information Service
Coreper	Permanent Representatives Committee
Corine	coordination of information on the environment in Europe
COST	European cooperation in science and technology (old name: European cooperation in the field of scientific and technical research)
CPVO	Community Plant Variety Office
CREST	Scientific and Technical Research Committee (FR: comité de la recherche scientifique et technique)
Cronos	database of macroeconomic time series (Eurostat)
CSCE	Conference on Security and Cooperation in Europe (now OSCE)
CSF	Community support framework
CST	Scientific and Technical Committee (Euratom)
CTS	conformance testing services

D

DECT	digital European cordless telecommunications
DG	directorate-general (see also Section 9.6, Commission directorates-general: official titles)
DIANE	direct information access network for Europe
DIN	DE: *Deutsche Industrie Norm*
DRAM	dynamic random access memory
DTP	desktop publishing

E

EAC	European Association for Cooperation
EAEC	European Atomic Energy Community (Euratom)
EAFRD	European Agricultural Fund for Rural Development
EAGF	European Agricultural Guarantee Fund
EAGGF	European Agricultural Guidance and Guarantee Fund
EAR	European Agency for Reconstruction
EAS	European Administrative School
EASA	European Aviation Safety Agency

EBRD	European Bank for Reconstruction and Development
EC	European Community/Communities (ceased on 1 December 2009 — date of entry into force of the Treaty of Lisbon)
ECA	1. European Court of Auditors 2. do not use for European Chemicals Agency; see ECHA
ECB	European Central Bank
ECDC	European Centre for Disease Prevention and Control (same abbreviation in all languages; do not use ECDPC)
ECDIN	Environmental chemicals data and information network
ECHA	European Chemicals Agency
ECIP	EC International Investment Partners
ECHO	1. Directorate-General for Humanitarian Aid (ECHO) (formerly 'Humanitarian Aid Office'; see also Section 9.6, Commission directorates-general: official titles) 2. European Commission host organisation (Commission database server)
ECOS	European city cooperation system
Ecosoc	Economic and Social Council (UN)
ECSC	European Coal and Steel Community (ceased on 24 July 2002 — date of expiration of the ECSC Treaty)
ECU	European currency unit (used as a monetary symbol, lower case when used as a word); replaced by the euro on 1 January 1999 (see also Section 7.3.1)
EDA	European Defence Agency
EDF	European Development Fund (Objective 1, Objective 5a, etc.)
EDI	electronic data interchange
Edifact	electronic data interchange for administration, commerce and transport
EDPS	European Data Protection Supervisor
EEA	1. European Economic Area 2. European Environment Agency
EEAS	European External Action Service
EEC	European Economic Community (see EC)
EEIG	European Economic Interest Grouping
EESC	European Economic and Social Committee
EFICS	European forestry information and communication system
EFSA	European Food Safety Authority
EFTA	European Free Trade Association (Stockholm Convention)
EGF	European Globalisation Adjustment Fund
Ehlass	European home and leisure accident surveillance system
EIB	European Investment Bank
EICs	Euro Info Centres
EIF	European Investment Fund
EIN	European informatics network
Einecs	European inventory of existing commercial chemical substances
EMA	European Medicines Agency (formerly 'European Agency for the Evaluation of Medicinal Products', EMEA)
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
EMEA	(see EMA)
EMI	European Monetary Institute
EMS	European Monetary System

EMSA	European Maritime Safety Agency
EMU	economic and monetary union (Stage I, Stage II, etc.)
ENEA	European Nuclear Energy Agency
ENEL	IT: Ente nazionale energia elettrica
ENIAC	European Nanoelectronics Initiative Advisory Council
ENISA	European Network and Information Security Agency
Envireg	regional action programme on the initiative of the Commission concerning the environment
EOTC	European Organisation for Testing and Certification
EP	European Parliament
EPA	Environment Protection Agency
EPO	1. European Patents Office 2. European Patent Organisation
EPOS	1. electronic point-of-sale 2. European pool of studies (and analyses)
EPSO	European Personnel Selection Office
ERA	European Railway Agency
Erasmus	action scheme for the mobility of university students
ERDF	European Regional Development Fund
ERICA	European Research Institute for Consumer Affairs
ERM	exchange rate mechanism
ERMES	European radio messaging system
ESA	1. European Space Agency 2. European system of integrated economic accounts 3. Euratom Supply Agency
ESAF	enhanced structural adjustment facility
ESC	Economic and Social Committee (now EESC)
ESCB	European System of Central Banks
ESF	European Social Fund
ETF	European Training Foundation
ETSI	European Telecommunications Standards Institute
EU	European Union in tables or graphs to denote a group of Member States use the form: EU-9, EU-12, EU-15, etc. (but avoid this form in running text)
EUA	European unit of account (replaced on 9 April 1979 by the ecu, which was in turn replaced by the euro on 1 January 1999)
EUI	European University Institute
EUISS	European Union Institute for Security Studies
EUMC	European Monitoring Centre on Racism and Xenophobia
EU-OSHA	European Agency for Safety and Health at Work
EUR	euro (see also Section 7.3.1)
Euratom	European Atomic Energy Community (EAEC)
Eureka	European Research Coordination Agency
EURES	European employment services
EUR-Lex	website providing access to EU law
Eurocontrol	European Organisation for the Safety of Air Navigation
Eurofound	European Foundation for the Improvement of Living and Working Conditions
Eurolib	European library project

Euronet-DIANE	direct information access network for Europe
Europol	European Police Office
Eurostat	the statistical office of the European Union
Eurydice	information network on education in Europe (http://www.eurydice.org/)
EUSC	European Union Satellite Centre
EVCA	European Venture Capital Association
EWOS	European workshop for open systems

F

FADN	farm accountancy data network
FAO	Food and Agriculture Organisation (UN)
FBR	fast breeder reactor
FEOGA	FR equivalent of EAGGF
FIDE	International Federation for European Law
FIFG	Financial Instrument for Fisheries Guidance
fob (*)	free on board
FRA	European Union Agency for Fundamental Rights
Frontex	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union

G

G7	Group of Seven (leading industrialised nations: Canada, France, Germany, Italy, Japan, UK, USA)
G24	Intergovernmental Group of Twenty-four on International Monetary Affairs
G77	Group of 77
GATS	General Agreement on Trade in Services
GATT	General Agreement on Tariffs and Trade
GCC	Gulf Cooperation Council
GCV	gross calorific value
GDP	gross domestic product
GFCM	General Fisheries Commission for the Mediterranean
GISCO	geographic information system for the Commission (Eurostat)
GmbH (*)	DE: *Gesellschaft mit beschränkter Haftung*
GNP	gross national product
GRIPS	general relation-based information processing system
GSA	European GNSS Agency (same abbreviation in all languages)
GSM	global system for mobile communications
GSP	generalised system of preferences

H

HCFCs	hydrochlorofluorocarbons
HDTV	high-definition television

HIV	human immunodeficiency virus
HS	Harmonised System

I

IAEA	International Atomic Energy Agency (UN)
IATA	International Air Transport Association
IBC	integrated broadband communications
IBRD	International Bank for Reconstruction and Development (World Bank) (UN)
IBSFC	International Baltic Sea Fishery Commission
ICAO	International Civil Aviation Organisation
ICCAT	International Commission for the Conservation of Atlantic Tunas
ICJ	International Court of Justice
ICPs	interuniversity cooperation programmes
ICRC	International Committee of the Red Cross
IDA	multiannual programme to support the implementation of trans-European networks for the interchange of data between administrations
IDCP	International Dolphin Conservation Programme
IDST	FR: *information et documentation scientifiques et techniques*
IEA	International Energy Agency (OECD)
IEFR	International Emergency Food Reserve
IFC	International Finance Corporation (UN)
IFRC	International Federation of Red Cross and Red Crescent Societies
IGC	Intergovernmental Conference
ILO	International Labour Organisation
IMCO	Intergovernmental Maritime Consultative Organisation
IMF	International Monetary Fund (UN)
IMI	Innovative Medicines Initiative
IMO	International Maritime Organisation
IMP	integrated Mediterranean programme
INFCE	international nuclear fuel cycle evaluation
Inmarsat	International Maritime Satellite Organisation
INTAS	International Association for the Promotion of Cooperation with Scientists from the new independent States of the former Soviet Union
Intelsat	International Telecommunications Satellite Organisation
Interprise	programme for the improvement of the business environment and the promotion of the development of enterprises, and in particular small and medium-sized enterprises
Interreg II	initiative concerning border development, cross-border cooperation and selected energy networks
Intrastat	statistical collection system
IOTC	Indian Ocean Tuna Commission
IRDAC	Industrial Research and Development Advisory Committee
IRIS	interrogation requirements information system
ISBN	international standard book number
ISDN	integrated services digital network
ISIC	International Standard Industrial Classification of all Economic Activities
ISIS	integrated standards information system

ISO	International Organisation for Standardisation
ISSN	international standard serial number
IT	information technology
ITER	international thermonuclear experimental reactor
IUCN	International Union for Conservation of Nature and Natural Resources

J

JET	Joint European Torus
JICS	Joint Interpreting and Conference Service (European Commission; replaced by the Directorate-General for Interpretation)
JOPP	joint venture Phare programme
JRC	Joint Research Centre

K

KBS	knowledge-based system

L

LAN	local area network
LDC	least developed country
Leader	links between actions for the development of the rural economy
Leonardo da Vinci	action programme for the implementation of a vocational training policy
LIBOR	London interbank offering rate
Licross	League of Red Cross Societies
LIFE	financial instrument for the environment
LME	London Metal Exchange
LPG	liquefied petroleum gas

M

Matthaeus	exchange programme of customs officials
MCA	monetary compensatory amount
MEDIA	action programme to promote the development of the European audiovisual industry
MEP	Member of the European Parliament
Mercosur	Southern Cone Common Market (ES: Mercado Común del Sur)
MFN	most favoured nation
mips	millions of instructions per second (computing)
MISEP	mutual information system on employment policies
MSA	Multilateral Steel Agreement

N

NABS	nomenclature for the analysis and comparison of science budgets and programmes
NACE	general industrial classification of economic activities within the European Union
NAFO	North-West Atlantic Fisheries Organisation
NAFTA	North American Free Trade Agreement
NAMSA	NATO Maintenance and Supply Agency
NARIC	National Academic Recognition Information Centre
NASA	National Aeronautics and Space Administration (US)
NASCO	North Atlantic Salmon Conservation Organisation
NATO	North Atlantic Treaty Organisation
NCI	New Community Instrument
NEA	Nuclear Energy Agency (OECD)
NEAFC	North-East Atlantic Fisheries Commission
NGO	non-governmental organisation
NIC	newly industrialised country
NIP	national indicative programme
NIS	new independent States (of the former Soviet Union)
NUTS	nomenclature of territorial units for statistics (Eurostat) (NUTS 1, 2, etc.)

O

OAPEC	Organisation of Arab Petroleum Exporting Countries
OAS	Organisation of American States
OAU	Organisation of African Unity (replaced by the AU)
OCAS	Organisation of Central American States
OCTs	overseas countries and territories
OD	overseas department
OECD	Organisation for Economic Cooperation and Development
OHIM	Office for Harmonization in the Internal Market (Trade Marks and Design)
OJ	*Official Journal of the European Union* (before 1 February 2003: *Official Journal of the European Communities*)
ONP	open network provision
OP	organophosphate
OPEC	Organisation of Petroleum Exporting Countries
OPET	Organisation for the Promotion of Energy Technologies
OSCE	Organisation for Security and Cooperation in Europe (replaced the CSCE from 1 January 1995)
OSHA	(see EU-OSHA)
OSI	open systems interconnection
OT	overseas territory
OVIDE	videotex for Members of the European Parliament

P

PAO	FR: *production/publication assistée par ordinateur*
PC	personal computer

PDO	protected designation of origin
PGI	protected geographical indication
Phare (*)	programme of aid to central and east European countries
PhD	Doctor of Philosophy
PINC	Community's illustrative nuclear programme
plc (*)	public limited company
PLO	Palestine Liberation Organisation
PME	FR: *petite et moyenne entreprise* (see SME)
PPP	1. purchasing power parity 2. 'polluter pays' principle
PPS	purchasing power standard
PSTN	public switched telephone network
PTTI	Postal, Telegraph and Telephone International
PVC	polyvinyl chloride

Q

QC	Queen's Counsel
QUEST	1. quality electrical systems test 2. quarterly European simulation tool 3. query evaluation and search technique

R

RAM	random access memory
RAPID	database giving daily view of EU activities, managed by the Directorate-General for Press and Communication of the European Commission
RARE	associated networks for European research
R & D	research and development
RDD	research, development and demonstration
Reitox	European information network on drugs and drug addiction
ROM	read-only memory
RTD	research and technological development

S

SA	FR: *société anonyme*
SAARC	South Asian Association for Regional Cooperation
SAD	single administrative document
SADC	Southern African Development Community
SAF	structural adjustment facility
SAFE	SAFE programme (safety actions for Europe) aimed at improving safety, hygiene and health at work, in particular in small and medium-sized enterprises
SALT	strategic arms limitation talks
SARL	FR: *société à responsabilité limitée*
SAVE	specific actions for vigorous energy efficiency

SCAD	automated central documentation service (database) (FR: *service central automatisé de documentation*)
SCENT	system for a customs enforcement network
SDI	strategic defence initiative
SDR	special drawing right (IMF)
SdT (*)	FR: *service de traduction* (European Commission; replaced by the Directorate-General for Translation)
SEAFO	South-East Atlantic Fisheries Organisation
SEDOC	European system for the international clearing of vacancies and applications for employment (see EURES)
SESAR	New generation European air traffic management system
SGML	standard generalised mark-up language
SICAV	FR: *société d'investissement à capital variable*
SIENA	trade database based on Nimexe (Eurostat) (FR: *système intérimaire d'exploitation de la Nimexe automatisé*)
SIMAP	Information system for public procurement
SIS	Schengen information system
SITC	standard international trade classification
SME	small and medium-sized enterprise
SMIC	FR: *salaire minimal interprofessionnel de croissance*
SMIG	FR: *salaire minimal interprofessionnel garanti*
SMU	small and medium-sized undertaking
SOLAS	International Convention for the Safety of Life at Sea
SpA (*)	IT: *società per azioni*
SPRL	FR: *société de personnes à responsabilité limitée*
Stabex	system for the stabilisation of ACP and OCT export earnings
START	strategic arms reduction talks
STOA	scientific and technological options assessment
Sysmin	special financing facility for ACP and OCT mining products
Systran	computer translation system
SWIFT	Society for Worldwide Interbank Financial Transfers

T

TAC	total allowable catch
Tacis (*)	technical assistance to the Commonwealth of Independent States
TAM	trade assessment mechanism
TARIC	integrated tariff of the European Community
TCDC	technical cooperation among developing countries
Tempus	trans-European mobility scheme for university studies
TENs	trans-European networks
TGV	high-speed train (FR: *train à grande vitesse*)
TIF	international transit by rail (FR: *transport international par chemin de fer*)
TIR	international carriage of goods by road (FR: *transport international de marchandises par route*)
TRIPs	trade-related aspects of intellectual property rights
TUC	Trades Union Congress

U

UCLAF	Unit for the Coordination of Fraud Prevention
UHF	ultra-high frequency
UHT	ultra-heat-treated (milk or cream)
UMTS	universal mobile telecommunications system
UN	United Nations
UNBRO	United Nations Border Relief Operation
UNCED	United Nations Conference on Environment and Development
Unctad	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNDRO	United Nations Disaster Relief Organisation
UNECE	United Nations Economic Commission for Europe
UNEP	United Nations Environment Programme
Unesco	United Nations Educational, Scientific and Cultural Organisation
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICE	Union of Industrial and Employers' Confederations of Europe
Unicef	United Nations Children's Fund
UNRRA	United Nations Relief and Rehabilitation Agency
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UPU	Universal Postal Union
URBAN	initiative concerning urban areas
URL	uniform resource locator

V

v	versus
VAT	value added tax
VHF	very high frequency
VOCs	volatile organic compounds

W

WCPFC	Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean
WECAFC	Western Central Atlantic Fishery Commission
WEU	Western European Union
WFTU	World Federation of Trade Unions
WHO	World Health Organisation (UN)
WIPO	World Intellectual Property Organisation (UN)
WTO	World Trade Organisation (successor to GATT)
WWF	Worldwide Fund for Nature (formerly World Wildlife Fund)

Annex A5

List of countries, territories and currencies

This list does not represent the official position of the European institutions with regard to the legal status or policy of the entities mentioned. It is a harmonisation of often divergent lists and practices.

Short name	Full name	Country code ([1])	Capital/ administrative centre	Name of citizenship	Adjective	Currency ([2])	Currency code ([3])	Currency subunit ([4])
Afghanistan	Islamic Republic of Afghanistan	**AF**	Kabul	Afghan	Afghan	afghani	**AFN**	pul
Åland Islands ([AX1])	Åland Islands	**AX**	Mariehamn	Åland Islander	of the Åland Islands	euro	**EUR**	cent
Albania	Republic of Albania	**AL**	Tirana	Albanian	Albanian	lek	**ALL**	(qindar (pl. qindarka))
Algeria	People's Democratic Republic of Algeria	**DZ**	Algiers	Algerian	Algerian	Algerian dinar	**DZD**	centime
American Samoa ([AS1])	*Territory of American Samoa*	***AS***	*Pago Pago*	*American Samoan*	*American Samoan*	*US dollar*	***USD***	*cent*
Andorra	Principality of Andorra	**AD**	Andorra la Vella	Andorran	Andorran	euro	**EUR**	cent
Angola	Republic of Angola	**AO**	Luanda	Angolan	Angolan	kwanza	**AOA**	cêntimo
Anguilla ([AI1])	*Anguilla*	***AI***	*The Valley*	*Anguillan*	*Anguillan*	*East Caribbean dollar*	***XCD***	*cent*
Antarctica	*Antarctica*	***AQ***	—	—	*Antarctic*	—	**—**	—
Antigua and Barbuda	Antigua and Barbuda	**AG**	St John's	of Antigua and Barbuda	of Antigua and Barbuda	East Caribbean dollar	**XCD**	cent
Argentina	Argentine Republic	**AR**	Buenos Aires	Argentinian	Argentine; Argentinian	Argentine peso	**ARS**	centavo
Armenia	Republic of Armenia	**AM**	Yerevan	Armenian	Armenian	dram (inv.)	**AMD**	luma
Aruba ([AW1])	*Aruba*	***AW***	*Oranjestad*	*Aruban*	*Aruban*	*Aruban guilder*	***AWG***	*cent*
Australia	Commonwealth of Australia	**AU**	Canberra	Australian	Australian	Australian dollar	**AUD**	cent
Austria	Republic of Austria	**AT**	Vienna	Austrian	Austrian	euro	**EUR**	cent
Azerbaijan	Republic of Azerbaijan	**AZ**	Baku	Azerbaijani	Azerbaijani	Azerbaijani manat	**AZN**	kepik (inv.)
Bahamas	Commonwealth of the Bahamas	**BS**	Nassau	Bahamian	Bahamian	Bahamian dollar	**BSD**	cent
Bahrain	Kingdom of Bahrain	**BH**	Manama	Bahraini	Bahraini	Bahraini dinar	**BHD**	fils (inv.)
Bangladesh	People's Republic of Bangladesh	**BD**	Dhaka	Bangladeshi	Bangladeshi	taka (inv.)	**BDT**	poisha (inv.)
Barbados	Barbados	**BB**	Bridgetown	Barbadian	Barbadian	Barbados dollar	**BBD**	cent
Belarus	Republic of Belarus	**BY**	Minsk	Belarusian	Belarusian	Belarusian rouble	**BYR**	kopek
Belgium	Kingdom of Belgium	**BE**	Brussels	Belgian	Belgian	euro	**EUR**	cent
Belize	Belize	**BZ**	Belmopan	Belizean	Belizean	Belize dollar	**BZD**	cent
Benin	Republic of Benin	**BJ**	Porto Novo ([BJ1])	Beninese	Beninese	CFA franc (BCEAO)	**XOF**	centime
Bermuda ([BM1])	*Bermuda*	***BM***	*Hamilton*	*Bermudian*	*Bermudian*	*Bermuda dollar*	***BMD***	*cent*

Bhutan	Kingdom of Bhutan	**BT**	Thimphu	Bhutanese	Bhutanese	ngultrum (inv.)	**BTN**	chhetrum (inv.)
						Indian rupee	**INR**	paisa (pl. paise)
Bolivia	Plurinational State of Bolivia	**BO**	Sucre ([BO1])	Bolivian	Bolivian	boliviano	**BOB**	centavo
Bosnia and Herzegovina	Bosnia and Herzegovina	**BA**	Sarajevo	of Bosnia and Herzegovina	of Bosnia and Herzegovina	convertible mark	**BAM**	fening
Botswana	Republic of Botswana	**BW**	Gaborone	Botswanan	Botswanan	pula (inv.)	**BWP**	thebe (inv.)
Bouvet Island ([BV1])	*Bouvet Island*	***BV***	—	—	*of Bouvet Island*	—	—	—
Brazil	Federative Republic of Brazil	**BR**	Brasilia	Brazilian	Brazilian	real (pl. reais)	**BRL**	centavo
British Indian Ocean Territory ([IO1])	*British Indian Ocean Territory*	***IO***	—	—	*of the British Indian Ocean Territory*	*US dollar*	***USD***	*cent*
British Virgin Islands ([VG1])	*British Virgin Islands*	***VG***	*Road Town*	*British Virgin Islander; BV Islander*	*of the British Virgin Islands*	*US dollar*	***USD***	*cent*
Brunei	Brunei Darussalam	**BN**	Bandar Seri Begawan	Bruneian	Bruneian	Brunei dollar	**BND**	sen (inv.)
Bulgaria	Republic of Bulgaria	**BG**	Sofia	Bulgarian	Bulgarian	lev (pl. leva)	**BGN**	stotinka (pl. stotinki)
Burkina Faso	Burkina Faso	**BF**	Ouagadougou	Burkinabe	Burkinabe	CFA franc (BCEAO)	**XOF**	centime
Burma: see Myanmar								
Burundi	Republic of Burundi	**BI**	Bujumbura	Burundian	Burundian	Burundi franc	**BIF**	centime
Cambodia	Kingdom of Cambodia	**KH**	Phnom Penh	Cambodian	Cambodian	riel	**KHR**	sen (inv.)
Cameroon	Republic of Cameroon	**CM**	Yaoundé	Cameroonian	Cameroonian	CFA franc (BEAC)	**XAF**	centime
Canada	Canada	**CA**	Ottawa	Canadian	Canadian	Canadian dollar	**CAD**	cent
Cape Verde	Republic of Cape Verde	**CV**	Praia	Cape Verdean	Cape Verdean	Cape Verde escudo	**CVE**	centavo
Cayman Islands ([KY1])	*Cayman Islands*	***KY***	*George Town*	*Caymanian*	*Caymanian*	*Cayman Islands dollar*	***KYD***	*cent*
Central African Republic	Central African Republic	**CF**	Bangui	Central African	Central African	CFA franc (BEAC)	**XAF**	centime
Chad	Republic of Chad	**TD**	N'Djamena	Chadian	Chadian	CFA franc (BEAC)	**XAF**	centime
Chile	Republic of Chile	**CL**	Santiago	Chilean	Chilean	Chilean peso	**CLP**	centavo
China	People's Republic of China	**CN**	Beijing	Chinese	Chinese	renminbi-yuan (inv.)	**CNY**	jiao (10) fen (100)
Christmas Island ([CX1])	*Christmas Island Territory*	***CX***	*Flying Fish Cove*	*Christmas Islander*	*of Christmas Island*	*Australian dollar*	***AUD***	*cent*
Clipperton ([CP1])	*Clipperton Island*	***CP*** ([CP2])	—	—	*of Clipperton Island*	—	—	—
Cocos (Keeling) Islands ([CC1])	*Territory of Cocos (Keeling) Islands*	***CC***	*Bantam*	*Cocos Islander*	*of the Cocos (Keeling) Islands*	*Australian dollar*	***AUD***	*cent*
Colombia	Republic of Colombia	**CO**	Santa Fe de Bogotá	Colombian	Colombian	Colombian peso	**COP**	centavo
Comoros	Union of the Comoros	**KM**	Moroni	Comorian	Comorian	Comorian franc	**KMF**	—

Congo ([CG*])	Republic of the Congo	**CG**	Brazzaville	Congolese	Congolese	CFA franc (BEAC)	**XAF**	centime
Cook Islands ([CK1])	Cook Islands	**CK**	Avarua	Cook Islander	of the Cook Islands	New Zealand dollar	**NZD**	cent
Costa Rica	Republic of Costa Rica	**CR**	San José	Costa Rican	Costa Rican	Costa Rican colón (pl. colones)	**CRC**	céntimo
Côte d'Ivoire	Republic of Côte d'Ivoire	**CI**	Yamoussoukro ([CI1])	Ivorian	Ivorian	CFA franc (BCEAO)	**XOF**	centime
Croatia	Republic of Croatia	**HR**	Zagreb	Croat	Croatian	kuna (inv.)	**HRK**	lipa (inv.)
Cuba	Republic of Cuba	**CU**	Havana	Cuban	Cuban	Cuban peso	**CUP**	centavo
						convertible peso	**CUC**	centavo
Curaçao ([CW1])	*Curaçao*	***CW***	*Willemstad*	*Curaçaoan*	*of Curaçao*	*Netherlands Antillean guilder* ([CW1])	***ANG***	*cent*
Cyprus	Republic of Cyprus	**CY**	Nicosia	Cypriot	Cypriot	euro	**EUR**	cent
Czech Republic	Czech Republic	**CZ**	Prague	Czech	Czech	Czech koruna (pl. koruny)	**CZK**	halér (pl. halére)
Democratic Republic of the Congo ([CD*])	Democratic Republic of the Congo	**CD**	Kinshasa	Congolese	of the Democratic Republic of the Congo; Congolese ([CD1])	Congolese franc	**CDF**	centime
Denmark	Kingdom of Denmark	**DK**	Copenhagen	Dane	Danish	Danish krone (pl. kroner)	**DKK**	øre (inv.)
Djibouti	Republic of Djibouti	**DJ**	Djibouti	Djiboutian	of Djibouti	Djibouti franc	**DJF**	—
Dominica	Commonwealth of Dominica	**DM**	Roseau	Dominican	of Dominica	East Caribbean dollar	**XCD**	cent
Dominican Republic	Dominican Republic	**DO**	Santo Domingo	Dominican	Dominican	Dominican peso	**DOP**	centavo
East Timor	Democratic Republic of East Timor	**TL**	Dili	East Timorese	East Timorese	US dollar	**USD**	cent
Ecuador	Republic of Ecuador	**EC**	Quito	Ecuadorian	Ecuadorian	US dollar	**USD**	cent
Egypt	Arab Republic of Egypt	**EG**	Cairo	Egyptian	Egyptian	Egyptian pound	**EGP**	piastre
El Salvador	Republic of El Salvador	**SV**	San Salvador	Salvadorian; Salvadoran	Salvadorian; Salvadoran	Salvadorian colón (pl. colones)	**SVC**	centavo
						US dollar	**USD**	cent
Equatorial Guinea	Republic of Equatorial Guinea	**GQ**	Malabo	Equatorial Guinean	of Equatorial Guinea	CFA franc (BEAC)	**XAF**	centime
Eritrea	State of Eritrea	**ER**	Asmara	Eritrean	Eritrean	nakfa	**ERN**	cent
Estonia	Republic of Estonia	**EE**	Tallinn	Estonian	Estonian	euro	**EUR**	cent
Ethiopia	Federal Democratic Republic of Ethiopia	**ET**	Addis Ababa	Ethiopian	Ethiopian	birr (inv.)	**ETB**	cent
Faeroe Islands ([FO1])	*Faeroe Islands*	***FO***	*Tórshavn*	*Faeroese*	*Faeroese*	*Danish krone (pl. kroner)*	***DKK***	*øre (inv.)*

Falkland Islands ([FK1])	*Falkland Islands*	***FK***	*Stanley*	*Falkland Islander*	*of the Falkland Islands*	*Falkland Islands pound*	***FKP***	*new penny (pl. pence)*
Fiji	Republic of Fiji	**FJ**	Suva	Fijian	Fijian	Fiji dollar	**FJD**	cent
Finland	Republic of Finland	**FI**	Helsinki	Finn	Finnish	euro	**EUR**	cent
former Yugoslav Republic of Macedonia, the ([5a])	the former Yugoslav Republic of Macedonia ([5b])	([5c])	Skopje	of the former Yugoslav Republic of Macedonia	of the former Yugoslav Republic of Macedonia	denar (pl. denars)	**MKD**	deni (inv.)
France	French Republic	**FR**	Paris	Frenchman; Frenchwoman	French	euro	**EUR**	cent
French Guiana ([GF1])	*French Guiana*	***GF***	*Cayenne*	*Guianese*	*Guianese*	*euro*	***EUR***	*cent*
French Polynesia ([PF1])	*French Polynesia*	***PF***	*Papeete*	*Polynesian*	*Polynesian*	*CFP franc*	***XPF***	*centime*
French Southern and Antarctic Lands ([TF1])	*French Southern and Antarctic Lands*	***TF***	—	—	*of the French Southern and Antarctic Lands*	*euro*	***EUR***	*cent*
Gabon	Gabonese Republic	**GA**	Libreville	Gabonese	Gabonese	CFA franc (BEAC)	**XAF**	centime
Gambia	Republic of the Gambia	**GM**	Banjul	Gambian	Gambian	dalasi (inv.)	**GMD**	butut
Georgia	Georgia	**GE**	Tbilisi	Georgian	Georgian	lari	**GEL**	tetri (inv.)
Germany	Federal Republic of Germany	**DE**	Berlin	German	German	euro	**EUR**	cent
Ghana	Republic of Ghana	**GH**	Accra	Ghanaian	Ghanaian	Ghana cedi	**GHS**	pesewa
Gibraltar ([GI1])	*Gibraltar*	***GI***	*Gibraltar*	*Gibraltarian*	*Gibraltarian*	*Gibraltar pound*	***GIP***	*penny (pl. pence)*
Greece	Hellenic Republic	**EL**	Athens	Greek	Greek	euro	**EUR**	cent
Greenland ([GL1])	*Greenland*	***GL***	*Nuuk*	*Greenlander*	*Greenlandic*	*Danish krone (pl. kroner)*	***DKK***	*øre (inv.)*
Grenada	Grenada	**GD**	St George's	Grenadian	Grenadian	East Caribbean dollar	**XCD**	cent
Guadeloupe ([GP1])	*Guadeloupe*	***GP***	*Basse Terre*	*Guadeloupean*	*Guadeloupean*	*euro*	***EUR***	*cent*
Guam ([GU1])	*Territory of Guam*	***GU***	*Agaña (Hagåtña)*	*Guamanian*	*Guamanian*	*US dollar*	***USD***	*cent*
Guatemala	Republic of Guatemala	**GT**	Guatemala City	Guatemalan	Guatemalan	quetzal (pl. quetzales)	**GTQ**	centavo
Guernsey ([GG1])	Bailiwick of Guernsey	**GG**	St Peter Port	of Guernsey	Guernsey	Guernsey pound ([GG2])	**GGP** ([GG2])	penny (pl. pence)
						pound sterling	**GBP**	penny (pl. pence)
Guinea	Republic of Guinea	**GN**	Conakry	Guinean	Guinean	Guinean franc	**GNF**	—
Guinea-Bissau	Republic of Guinea-Bissau	**GW**	Bissau	Guinea-Bissau national	of Guinea-Bissau	CFA franc (BCEAO)	**XOF**	centime
Guyana	Cooperative Republic of Guyana	**GY**	Georgetown	Guyanese	Guyanese	Guyana dollar	**GYD**	cent

Haiti	Republic of Haiti	**HT**	Port-au-Prince	Haitian	Haitian	gourde	**HTG**	centime
						US dollar	**USD**	cent
Heard Island and McDonald Islands ([HM1])	*Territory of Heard Island and McDonald Islands*	***HM***	—	—	*of the Heard Island and McDonald Islands*	—	**—**	—
the Holy See/ Vatican City State ([VA1])	the Holy See/ Vatican City State	**VA**	—/Vatican City	of the Holy See/of the Vatican	of the Holy See/of the Vatican	euro	**EUR**	cent
Honduras	Republic of Honduras	**HN**	Tegucigalpa	Honduran	Honduran	lempira	**HNL**	centavo
Hong Kong ([HK1])	*Hong Kong Special Administrative Region of the People's Republic of China* ([HK2])	***HK***	([HK3])	*Hong Kong Chinese*	*Hong Kong Chinese*	*Hong Kong dollar*	***HKD***	*cent*
Hungary	Republic of Hungary	**HU**	Budapest	Hungarian	Hungarian	forint (inv.)	**HUF**	(fillér (inv.))
Iceland	Republic of Iceland	**IS**	Reykjavik	Icelander	Icelandic	króna (pl. krónur)	**ISK**	—
India	Republic of India	**IN**	New Delhi	Indian	Indian	Indian rupee	**INR**	paisa (pl. paise)
Indonesia	Republic of Indonesia	**ID**	Jakarta	Indonesian	Indonesian	Indonesian rupiah (inv.)	**IDR**	sen (inv.)
Iran	Islamic Republic of Iran	**IR**	Tehran	Iranian	Iranian	Iranian rial	**IRR**	(dinar) ([IR1])
Iraq	Republic of Iraq	**IQ**	Baghdad	Iraqi	Iraqi	Iraqi dinar	**IQD**	fils (inv.)
Ireland	Ireland ([IE1])	**IE**	Dublin	Irishman; Irishwoman	Irish	euro	**EUR**	cent
Isle of Man ([IM1])	Isle of Man	**IM**	Douglas	Manxman; Manxwoman	Manx	Manx pound ([IM2])	**IMP** ([IM2])	penny (pl. pence)
						pound sterling	**GBP**	penny (pl. pence)
Israel	State of Israel	**IL**	([IL1])	Israeli	Israeli	shekel	**ILS**	agora (pl. agorot)
Italy	Italian Republic	**IT**	Rome	Italian	Italian	euro	**EUR**	cent
Jamaica	Jamaica	**JM**	Kingston	Jamaican	Jamaican	Jamaica dollar	**JMD**	cent
Japan	Japan	**JP**	Tokyo	Japanese	Japanese	yen (inv.)	**JPY**	(sen (inv.)) ([JP1])
Jersey ([JE1])	Bailiwick of Jersey	**JE**	St Helier	of Jersey	Jersey	Jersey pound ([JE2])	**JEP** ([JE2])	penny (pl. pence)
						pound sterling	**GBP**	penny (pl. pence)
Jordan	Hashemite Kingdom of Jordan	**JO**	Amman	Jordanian	Jordanian	Jordanian dinar	**JOD**	100 qirsh 1 000 fils (inv.)
Kazakhstan	Republic of Kazakhstan	**KZ**	Astana	Kazakh	Kazakh	tenge (inv.)	**KZT**	tiyn

Kenya	Republic of Kenya	**KE**	Nairobi	Kenyan	Kenyan	Kenyan shilling	**KES**	cent
Kiribati	Republic of Kiribati	**KI**	Tarawa	Kiribatian	Kiribatian	Australian dollar	**AUD**	cent
Korea: see 'North Korea', 'South Korea'								
Kuwait	State of Kuwait	**KW**	Kuwait City	Kuwaiti	Kuwaiti	Kuwaiti dinar	**KWD**	fils (inv.)
Kyrgyzstan	Kyrgyz Republic	**KG**	Bishkek	Kyrgyz	Kyrgyz	som	**KGS**	tyiyn
Laos	Lao People's Democratic Republic	**LA**	Vientiane	Lao	Lao; Laotian	kip (inv.)	**LAK**	(at (inv.))
Latvia	Republic of Latvia	**LV**	Riga	Latvian	Latvian	lats (pl. lati)	**LVL**	santims (pl. santimi)
Lebanon	Lebanese Republic	**LB**	Beirut	Lebanese	Lebanese	Lebanese pound	**LBP**	(piastre)
Lesotho	Kingdom of Lesotho	**LS**	Maseru	Basotho	of Lesotho	loti (pl. maloti)	**LSL**	sente (pl. lisente)
						rand	**ZAR**	cent
Liberia	Republic of Liberia	**LR**	Monrovia	Liberian	Liberian	Liberian dollar	**LRD**	cent
Libya	Socialist People's Libyan Arab Jamahiriya	**LY**	Tripoli	Libyan	Libyan	Libyan dinar	**LYD**	dirham
Liechtenstein	Principality of Liechtenstein	**LI**	Vaduz	Liechtensteiner	of Liechtenstein	Swiss franc	**CHF**	centime
Lithuania	Republic of Lithuania	**LT**	Vilnius	Lithuanian	Lithuanian	litas (pl. litai)	**LTL**	centas (pl. centai)
Luxembourg	Grand Duchy of Luxembourg	**LU**	Luxembourg	Luxembourger	Luxembourgish	euro	**EUR**	cent
Macao (MO1)	*Macao Special Administrative Region of the People's Republic of China* (MO2)	***MO***	*Macao* (MO3)	*Macanese*	*Macanese*	*pataca*	***MOP***	*avo*
Macedonia: see 'former Yugoslav Republic of Macedonia'								
Madagascar	Republic of Madagascar	**MG**	Antananarivo	Malagasy	Malagasy	ariary	**MGA**	iraimbilanja (inv.)
Malawi	Republic of Malawi	**MW**	Lilongwe	Malawian	Malawian	Malawian kwacha (inv.)	**MWK**	tambala (inv.)
Malaysia	Malaysia	**MY**	Kuala Lumpur (MY1)	Malaysian	Malaysian	ringgit (inv.)	**MYR**	sen (inv.)
Maldives	Republic of Maldives	**MV**	Malé	Maldivian	Maldivian	rufiyaa	**MVR**	laari (inv.)
Mali	Republic of Mali	**ML**	Bamako	Malian	Malian	CFA franc (BCEAO)	**XOF**	centime
Malta	Republic of Malta	**MT**	Valletta	Maltese	Maltese	euro	**EUR**	cent
Marshall Islands	Republic of the Marshall Islands	**MH**	Majuro	Marshallese	Marshallese	US dollar	**USD**	cent
Martinique (MQ1)	*Martinique*	***MQ***	*Fort-de-France*	*Martinican*	*Martinican*	*euro*	***EUR***	*cent*
Mauritania	Islamic Republic of Mauritania	**MR**	Nouakchott	Mauritanian	Mauritanian	ouguiya	**MRO**	khoum

Mauritius	Republic of Mauritius	**MU**	Port Louis	Mauritian	Mauritian	Mauritian rupee	**MUR**	cent
Mayotte ([YT1])	*Departmental Collectivity of Mayotte*	***YT***	*Mamoudzou*	*Mahorais*	*Mahoran*	*euro*	***EUR***	*cent*
Mexico	United Mexican States	**MX**	Mexico City	Mexican	Mexican	Mexican peso	**MXN**	centavo
Micronesia	Federated States of Micronesia	**FM**	Palikir	Micronesian	of Micronesia	US dollar	**USD**	cent
Moldova	Republic of Moldova	**MD**	Chisinau	Moldovan	Moldovan	Moldovan leu (pl. lei)	**MDL**	ban (pl. bani)
Monaco	Principality of Monaco	**MC**	Monaco	Monegasque	Monegasque	euro	**EUR**	cent
Mongolia	Mongolia	**MN**	Ulan Bator	Mongolian	Mongolian	tugrik	**MNT**	möngö (inv.)
Montenegro	Montenegro	**ME**	Podgorica	Montenegrin	Montenegrin	euro	**EUR**	cent
Montserrat ([MS1])	*Montserrat*	***MS***	*Plymouth* ([MS2])	*Montserratian*	*Montserratian*	*East Caribbean dollar*	***XCD***	*cent*
Morocco	Kingdom of Morocco	**MA**	Rabat	Moroccan	Moroccan	Moroccan dirham	**MAD**	centime
Mozambique	Republic of Mozambique	**MZ**	Maputo	Mozambican	Mozambican	metical (pl. meticais)	**MZN**	centavo
Myanmar/ Burma	Union of Myanmar/ Union of Burma	**MM**	Yangon	Burmese	of Myanmar/ Burmese	kyat	**MMK**	pya
Namibia	Republic of Namibia	**NA**	Windhoek	Namibian	Namibian	Namibian dollar	**NAD**	cent
						rand	**ZAR**	cent
Nauru	Republic of Nauru	**NR**	Yaren	Nauruan	Nauruan	Australian dollar	**AUD**	cent
Nepal	Nepal	**NP**	Kathmandu	Nepalese	Nepalese	Nepalese rupee	**NPR**	paisa (inv.)
Netherlands ([NL1])	Kingdom of the Netherlands	**NL**	Amsterdam ([NL2])	Dutchman; Dutchwoman; Netherlander	Netherlands; Dutch	euro	**EUR**	cent
New Caledonia ([NC1])	*New Caledonia*	***NC***	*Nouméa*	*New Caledonian*	*New Caledonian*	*CFP franc*	***XPF***	*centime*
New Zealand	New Zealand	**NZ**	Wellington	New Zealander	of New Zealand	New Zealand dollar	**NZD**	cent
Nicaragua	Republic of Nicaragua	**NI**	Managua	Nicaraguan	Nicaraguan	córdoba oro	**NIO**	centavo
Niger	Republic of Niger	**NE**	Niamey	Nigerien	Nigerien	CFA franc (BCEAO)	**XOF**	centime
Nigeria	Federal Republic of Nigeria	**NG**	Abuja	Nigerian	Nigerian	naira (inv.)	**NGN**	kobo (inv.)
Niue ([NU1])	Niue	**NU**	Alofi	Niuean	Niuean	New Zealand dollar	**NZD**	cent
Norfolk Island ([NF1])	*Territory of Norfolk Island*	***NF***	*Kingston*	*Norfolk Islander*	*of Norfolk Island*	*Australian dollar*	***AUD***	*cent*
North Korea	Democratic People's Republic of Korea	**KP**	Pyongyang	North Korean	North Korean	North Korean won (inv.)	**KPW**	chun (inv.)
Northern Marianas ([MP1])	*Commonwealth of the Northern Mariana Islands*	***MP***	*Saipan*	*Northern Mariana Islander*	*of the Northern Mariana Islands*	*US dollar*	***USD***	*cent*
Norway	Kingdom of Norway	**NO**	Oslo	Norwegian	Norwegian	Norwegian krone (pl. kroner)	**NOK**	øre (inv.)

Oman	Sultanate of Oman	**OM**	Muscat	Omani	Omani	Omani rial	**OMR**	baiza
Pakistan	Islamic Republic of Pakistan	**PK**	Islamabad	Pakistani	Pakistani	Pakistani rupee	**PKR**	paisa
Palau	Republic of Palau	**PW**	Melekeok	Palauan	Palauan	US dollar	**USD**	cent
Panama	Republic of Panama	**PA**	Panama City	Panamanian	Panamanian	balboa	**PAB**	centésimo
						US dollar	**USD**	cent
Papua New Guinea	Independent State of Papua New Guinea	**PG**	Port Moresby	Papua New Guinean	of Papua New Guinea	kina (inv.)	**PGK**	toea (inv.)
Paraguay	Republic of Paraguay	**PY**	Asunción	Paraguayan	Paraguayan	guaraní (pl. guaraníes)	**PYG**	céntimo
Peru	Republic of Peru	**PE**	Lima	Peruvian	Peruvian	new sol	**PEN**	céntimo
Philippines	Republic of the Philippines	**PH**	Manila	Filipino	Philippine	Philippine peso	**PHP**	centavo
Pitcairn Islands ([PN1])	*Pitcairn Islands*	***PN***	*Adamstown*	*Pitcairner*	*Pitcairner*	*New Zealand dollar*	***NZD***	*cent*
Poland	Republic of Poland	**PL**	Warsaw	Pole	Polish	zloty (pl. zlotys)	**PLN**	grosz (pl. groszy)
Portugal	Portuguese Republic	**PT**	Lisbon	Portuguese	Portuguese	euro	**EUR**	cent
Puerto Rico ([PR1])	*Commonwealth of Puerto Rico*	***PR***	*San Juan*	*Puerto Rican*	*Puerto Rican*	*US dollar*	***USD***	*cent*
Qatar	State of Qatar	**QA**	Doha	Qatari	Qatari	Qatari riyal	**QAR**	dirham
Réunion ([RE1])	*Réunion*	***RE***	*Saint-Denis*	*Reunionese*	*Reunionese*	*euro*	***EUR***	*cent*
Romania	Romania	**RO**	Bucharest	Romanian	Romanian	Romanian leu (pl. lei)	**RON**	ban (pl. bani)
Russia	Russian Federation	**RU**	Moscow	Russian	Russian	Russian rouble	**RUB**	kopek
Rwanda	Republic of Rwanda	**RW**	Kigali	Rwandan; Rwandese	Rwandan; Rwandese	Rwandese franc	**RWF**	centime
Saint Barthélemy ([BL1])	*Collectivity of Saint Barthélemy*	***BL***	*Gustavia*	*of Saint Barthélemy*	*of Saint Barthélemy*	*euro*	***EUR***	*cent*
Saint Helena ([SH1])	*Saint Helena, Ascension and Tristan da Cunha*	***SH***	*Jamestown*	*Saint Helenian*	*Saint Helenian*	*Saint Helena pound*	***SHP***	*penny (pl. pence)*
Saint Kitts and Nevis	Federation of Saint Kitts and Nevis	**KN**	Basseterre	Kittsian; Nevisian	of Saint Kitts and Nevis	East Caribbean dollar	**XCD**	cent
Saint Lucia	Saint Lucia	**LC**	Castries	Saint Lucian	Saint Lucian	East Caribbean dollar	**XCD**	cent
Saint Martin ([MF1])	*Collectivity of Saint Martin*	***MF***	*Marigot*	*of Saint Martin*	*of Saint Martin*	*euro*	***EUR***	*cent*
Saint Pierre and Miquelon ([PM1])	*Territorial Collectivity of Saint Pierre and Miquelon*	***PM***	*Saint-Pierre*	*St-Pierrais; Miquelonnais*	*of Saint Pierre and Miquelon*	*euro*	***EUR***	*cent*
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	**VC**	Kingstown	Vincentian	Vincentian; of Saint Vincent and the Grenadines	East Caribbean dollar	**XCD**	cent

Salvador: see ‘El Salvador’								
Samoa	Independent State of Samoa	**WS**	Apia	Samoan	Samoan	tala (inv.)	**WST**	sene (inv.)
San Marino	Republic of San Marino	**SM**	San Marino	San Marinese	of San Marino	euro	**EUR**	cent
São Tomé and Príncipe	Democratic Republic of São Tomé and Príncipe	**ST**	São Tomé	São Toméan	of São Tomé and Príncipe	dobra	**STD**	centavo
Saudi Arabia	Kingdom of Saudi Arabia	**SA**	Riyadh	Saudi Arabian	Saudi Arabian	riyal	**SAR**	halala
Senegal	Republic of Senegal	**SN**	Dakar	Senegalese	Senegalese	CFA franc (BCEAO)	**XOF**	centime
Serbia	Republic of Serbia	**RS**	Belgrade	Serb	Serbian	Serbian dinar	**RSD**	para (inv.)
Seychelles	Republic of Seychelles	**SC**	Victoria	Seychellois	of Seychelles	Seychelles rupee	**SCR**	cent
Sierra Leone	Republic of Sierra Leone	**SL**	Freetown	Sierra Leonean	Sierra Leonean	leone	**SLL**	cent
Singapore	Republic of Singapore	**SG**	Singapore	Singaporean	Singaporean	Singapore dollar	**SGD**	cent
Sint Maarten ([SX1])	*Sint Maarten*	***SX***	*Philipsburg*	*Sint Maartener*	*of Sint Maarten*	*Netherlands Antillean guilder* ([SX1])	***ANG***	*cent*
Slovakia	Slovak Republic	**SK**	Bratislava	Slovak	Slovak; Slovakian	euro	**EUR**	cent
Slovenia	Republic of Slovenia	**SI**	Ljubljana	Slovene	Slovenian	euro	**EUR**	cent
Solomon Islands	Solomon Islands	**SB**	Honiara	Solomon Islander	of the Solomon Islands	Solomon Islands dollar	**SBD**	cent
Somalia	Somali Republic	**SO**	Mogadishu	Somali	Somali; Somalian	Somali shilling	**SOS**	cent
South Africa	Republic of South Africa	**ZA**	Pretoria ([ZA1])	South African	South African	rand	**ZAR**	cent
South Georgia and the South Sandwich Islands ([GS1])	*South Georgia and the South Sandwich Islands*	***GS***	*King Edward Point (Grytviken)*	—	—	—	**—**	—
South Korea	Republic of Korea	**KR**	Seoul	South Korean	South Korean	South Korean won (inv.)	**KRW**	(chun (inv.))
Spain	Kingdom of Spain	**ES**	Madrid	Spaniard	Spanish	euro	**EUR**	cent
Sri Lanka	Democratic Socialist Republic of Sri Lanka	**LK**	Colombo	Sri Lankan	Sri Lankan	Sri Lankan rupee	**LKR**	cent
Sudan	Republic of the Sudan	**SD**	Khartoum	Sudanese	Sudanese	Sudanese pound	**SDG**	piastre
Suriname	Republic of Suriname	**SR**	Paramaribo	Surinamer	Surinamese	Surinamese dollar	**SRD**	cent
Svalbard and Jan Mayen ([SJ1])	*Svalbard and Jan Mayen*	***SJ***	*Longyearbyen*	—	*of Svalbard and Jan Mayen*	*Norwegian krone (pl. kroner)*	***NOK***	*øre (inv.)*
Swaziland	Kingdom of Swaziland	**SZ**	Mbabane	Swazi	Swazi	lilangeni (pl. emalangeni)	**SZL**	cent
Sweden	Kingdom of Sweden	**SE**	Stockholm	Swede	Swedish	krona (pl. kronor)	**SEK**	öre (inv.)
Switzerland	Swiss Confederation	**CH**	Berne	Swiss	Swiss	Swiss franc	**CHF**	centime

Syria	Syrian Arab Republic	**SY**	Damascus	Syrian	Syrian	Syrian pound	**SYP**	piastre
Taiwan	Republic of China, Taiwan ([TW1])	**TW**	Taipei	Taiwanese	Taiwanese	new Taiwan dollar	**TWD**	fen (inv.)
Tajikistan	Republic of Tajikistan	**TJ**	Dushanbe	Tajik	Tajik	somoni	**TJS**	diram
Tanzania	United Republic of Tanzania	**TZ**	Dodoma ([TZ1])	Tanzanian	Tanzanian	Tanzanian shilling	**TZS**	cent
Thailand	Kingdom of Thailand	**TH**	Bangkok	Thai	Thai	baht (inv.)	**THB**	satang (inv.)
Togo	Togolese Republic	**TG**	Lomé	Togolese	Togolese	CFA franc (BCEAO)	**XOF**	centime
Tokelau ([TK1])	*Tokelau*	***TK***	([TK2])	*Tokelauan*	*Tokelauan*	*New Zealand dollar*	***NZD***	*cent*
Tonga	Kingdom of Tonga	**TO**	Nuku'alofa	Tongan	Tongan	pa'anga (inv.)	**TOP**	seniti (inv.)
Trinidad and Tobago	Republic of Trinidad and Tobago	**TT**	Port of Spain	Trinidadian; Tobagonian	of Trinidad and Tobago	Trinidad and Tobago dollar	**TTD**	cent
Tunisia	Republic of Tunisia	**TN**	Tunis	Tunisian	Tunisian	Tunisian dinar	**TND**	millime
Turkey	Republic of Turkey	**TR**	Ankara	Turk	Turkish	Turkish lira (inv.)	**TRY**	kurus (inv.)
Turkmenistan	Turkmenistan	**TM**	Ashgabat	Turkmen	Turkmen	Turkmen manat (inv.)	**TMT**	tenge (inv.)
Turks and Caicos Islands ([TC1])	*Turks and Caicos Islands*	***TC***	*Cockburn Town*	*Turks and Caicos Islander*	*of the Turks and Caicos Islands*	*US dollar*	***USD***	*cent*
Tuvalu	Tuvalu	**TV**	Funafuti	Tuvaluan	Tuvaluan	Australian dollar	**AUD**	cent
Uganda	Republic of Uganda	**UG**	Kampala	Ugandan	Ugandan	Uganda shilling	**UGX**	cent
Ukraine	Ukraine	**UA**	Kiev	Ukrainian	Ukrainian	hryvnia	**UAH**	kopiyka
United Arab Emirates	United Arab Emirates	**AE**	Abu Dhabi	Emirian	Emirian	UAE dirham	**AED**	fils (inv.)
United Kingdom	United Kingdom of Great Britain and Northern Ireland	**UK**	London	Briton	British	pound sterling	**GBP**	penny (pl. pence)
United States	United States of America	**US**	Washington DC	American; US citizen	American; of the United States	US dollar	**USD**	cent
United States Minor Outlying Islands ([UM1])	*United States Minor Outlying Islands*	***UM***	—	—	—	*US dollar*	***USD***	*cent*
Uruguay	Eastern Republic of Uruguay	**UY**	Montevideo	Uruguayan	Uruguayan	Uruguayan peso	**UYU**	centésimo
US Virgin Islands ([VI1])	*United States Virgin Islands*	***VI***	*Charlotte Amalie*	*US Virgin Islander*	*of the US Virgin Islands*	*US dollar*	***USD***	*cent*
Uzbekistan	Republic of Uzbekistan	**UZ**	Tashkent	Uzbek	Uzbek	sum (inv.)	**UZS**	tiyin (inv.)
Vanuatu	Republic of Vanuatu	**VU**	Port Vila	Vanuatuan	Vanuatuan	vatu (inv.)	**VUV**	—
Vatican City: see 'Holy See'								
Venezuela	Bolivarian Republic of Venezuela	**VE**	Caracas	Venezuelan	Venezuelan	bolívar fuerte (pl. bolívares fuertes)	**VEF**	céntimo

Vietnam	Socialist Republic of Vietnam	**VN**	Hanoi	Vietnamese	Vietnamese	dong	**VND**	(10 hào 100 xu)
Wallis and Futuna ([WF1])	*Wallis and Futuna*	***WF***	*Mata-Utu*	*Wallisian; Futunan; Wallis and Futuna Islander*	*of the Wallis and Futuna Islands*	*CFP franc*	***XPF***	*centime*
Western Sahara ([EH1])	*Western Sahara*	***EH***	*Al aaiun*	*Sahrawi*	*Sahrawi*	*Moroccan dirham*	***MAD***	*centime*
Yemen	Republic of Yemen	**YE**	San'a	Yemenite	Yemeni	Yemeni rial	**YER**	fils (inv.)
Zambia	Republic of Zambia	**ZM**	Lusaka	Zambian	Zambian	Zambian kwacha (inv.)	**ZMK**	ngwee (inv.)
Zimbabwe	Republic of Zimbabwe	**ZW**	Harare	Zimbabwean	Zimbabwean	Zimbabwe dollar ([ZW1])	**ZWL**	cent

Notes relating to countries, territories and currencies

Footnotes in italics concern only the English version.

([1]) **'Country code' column**: ISO 3166 alpha-2, except for Greece and the United Kingdom (use EL and UK respectively instead of GR and GB). See also Sections 7.1.1 (Designations and abbreviations to use), 7.1.2 (Country listing order) and Annex A6 (Country and territory codes).

([2]) **'Currency' column**: CFA franc (BCEAO) = franc de la Communauté financière africaine (African Financial Community franc) issued by the Banque centrale des États de l'Afrique de l'Ouest; CFA franc (BEAC) = franc de la Coopération financière en Afrique centrale (Financial Cooperation in Central Africa franc) issued by the Banque des États de l'Afrique centrale.

([3]) **'Currency code' column**: ISO 4217, except GGP (Guernsey), IMP (Isle of Man) and JEP (Jersey).

([4]) **'Currency subunit' column**: the sub-unit of the euro is the cent. However, according to recital 2 of Council Regulation (EC) No 974/98 of 3 May 1998, 'the definition of the name "cent" does not prevent the use of variants of this term in common usage in the Member States'. The preferred form in texts of the European Union is 'cent' (obligatory in all legal texts). Subunits indicated in parentheses are no longer in circulation.

* * *

([AX1]) **Åland Islands**: these islands enjoy autonomous status under Finnish sovereignty. The special relationship between the European Union and the Åland Islands is set out in a protocol appended to the Treaty of Accession. (Moreover, this protocol confirms the special status of the Åland Islands under international law.)

([AS1]) **American Samoa**: territory of the USA.

([AI1]) **Anguilla**: British overseas territory.

([AW1]) **Aruba**: autonomous entity of the Kingdom of the Netherlands.

([BJ1]) **Benin**: the seat of government is located at Cotonou.

([BM1]) **Bermuda**: British overseas territory.

(BO1) **Bolivia**: Sucre is the constitutional capital; the seat of government is located at La Paz.

(BV1) **Bouvet Island**: uninhabited territory of Norway.

(IO1) **British Indian Ocean Territory**: British overseas territory.

(VG1) **British Virgin Islands**: British overseas territory.

(KY1) **Cayman Islands**: British overseas territory.

(CX1) **Christmas Island**: territory of Australia (do not confuse with Christmas Island, or Kiritimati, part of the Republic of Kiribati).

(CP1) **Clipperton**: public land belonging to France.

(CP2) **Clipperton**: the code CP is not part of ISO 3166-1 as such, but is a code reserved by the ISO.

(CC1) **Cocos (Keeling) Islands**: territory of Australia.

(CG*) ***Congo**: use 'Congo (Brazzaville)' if necessary for clarity (no article).*

(CK1) **Cook Islands**: self-governing in free-association with New Zealand.

(CI1) **Côte d'Ivoire**: Yamoussoukro is the offical capital; Abidjan is the administrative centre.

(CW1) **Curaçao**: autonomous entity of the Kingdom of the Netherlands since 10.10.2010 (Netherlands Antilles dissolved). Although the Netherlands Antilles was dissolved on 10 October 2010, Curaçao and Sint Maarten have retained the Netherlands Antillean guilder (ANG) while waiting for the creation of a common currency in 2012 (the Caribbean guilder).

(CD*) ***Democratic Republic of the Congo**: use 'Congo (Kinshasa)' if necessary for clarity.*

(CD1) **Democratic Republic of the Congo**: 'Congolese' may also be used if no confusion is possible with the Republic of the Congo.

(FO1) **Faeroe Islands**: self-governing territory of Denmark.

(FK1) **Falkland Islands**: British overseas territory.

(5a) **the former Yugoslav Republic of Macedonia**: do not use the short form FYROM, nor 'Republic of Macedonia'.

(5b) **the former Yugoslav Republic of Macedonia**: the definitive nomenclature for this country will be agreed following current negotiations at UN level.

(5c) **the former Yugoslav Republic of Macedonia**: to be defined.

(GF1) **French Guiana**: French overseas department and region (DOM-ROM = *département et région d'outre-mer*).

(PF1) **French Polynesia**: French overseas collectivity (COM = *collectivité d'outre-mer*); also has the special denomination 'Overseas Country of French Polynesia'.

(TF1) **French Southern and Antarctic Lands**: territory of France which, together with part of the Antarctic claimed by France (whose sovereignty is not recognised internationally), makes up the French Southern and Antarctic Lands (TAAF) administered from Saint-Pierre de la Réunion; no indigenous population.

(GI1) **Gibraltar**: British overseas territory.

(GL1) **Greenland**: self-governing territory of Denmark.

(GP1) **Guadeloupe**: French overseas department and region (DOM-ROM = *département et région d'outre-mer*).

(GU1) **Guam**: territory of the USA.

(GG1) **Guernsey**: British Crown dependency. Not part of the United Kingdom, but depends on it in matters concerning external relations. Not part of the European Union, but is associated with it through Protocol 3 to the United Kingdom's Act of Accession.

(GG2) **Guernsey**: variant of the pound sterling, without an ISO code of its own. If a separate code is required, GGP is generally used.

(HM1) **Heard Island and McDonald Islands**: territory of Australia.

(VA1) **the Holy See (Vatican City State)**: the Holy See and the Vatican City State are separate subjects of international law (for more information, see the following website: http://www.vatican.va/news_services/press/documentazione/documents/corpo-diplomatico_index_en.html). It is the Holy See, and not the Vatican City State, which is accredited to the European Union et al.

(HK1) **Hong Kong**: the name 'Hong Kong, China' is also used in specific contexts. Article 151 of the Basic Law states that the Hong Kong Special Administrative Region may on its own using the name 'Hong Kong, China', maintain and develop relations and conclude and implement agreements with foreign states and regions and relevant international organisations in the appropriate fields, including the economic, trade, financial and monetary, shipping, communications, tourism, cultural and sports fields.

(HK2) **Hong Kong**: the full name may also be shortened: 'Hong Kong Special Administrative Region' or 'Hong Kong SAR'.

(HK3) **Hong Kong**: the official capital is Beijing. The administrative centre is located at Government Hill.

(IR1) **Iran**: the rial is officially divided into 100 dinars but, because of its low value, the fractions are no longer used. The Iranians use the toman, which is valued at 10 rials.

(IE1) **Ireland**: do not use 'Republic of Ireland' nor 'Irish Republic'.

(IM1) **Isle of Man**: British Crown dependency. Not part of the United Kingdom, but depends on it in matters concerning external relations. Not part of the European Union, but is associated with it through Protocol 3 to the United Kingdom's Act of Accession.

(IM2) **Isle of Man**: variant of the pound sterling, without an ISO code of its own. If a separate code is required, IMP is generally used.

(IL1) **Israel**: the government, the Knesset and the Supreme Court have their headquarters in Jerusalem. The Member States of the European Union have their embassies in Tel Aviv.

(JP1) **Japan**: the sen is now only used for accounting purposes.

(JE1) **Jersey**: British Crown dependency. Not part of the United Kingdom, but depends on it in matters concerning external relations. Not part of the European Union, but is associated with it through Protocol 3 to the United Kingdom's Act of Accession.

(JE2) **Jersey**: variant of the pound sterling, without an ISO code of its own. If a separate code is required, JEP is generally used.

(MO1) **Macao**: the name 'Macao, China' is also used in specific contexts. Article 136 of the Basic Law states that the Macao Special Administrative Region may on its own using the name 'Macao, China', maintain and develop relations and conclude and implement agreements with foreign states and regions and relevant international organisations in the appropriate fields, including the economic, trade, financial and monetary, shipping, communications, tourism, cultural, sciences, technology and sports fields.

(MO2) **Macao**: the official capital is Beijing. The administrative centre is located at Macao.

(MO3) **Macao**: the full name may be shortened: 'Macao Special Administrative Region' or 'Macao SAR'.

(MY1) **Malaysia**: Kuala Lumpur is the official capital. The seat of government is located at Putrajaya.

(MQ1) **Martinique**: French overseas department and region (DOM-ROM = *département et région d'outre-mer*).

(YT1) **Mayotte**: French overseas collectivity (COM = *collectivité d'outre-mer*), with the special denomination 'Departmental Collectivity of Mayotte'.

(MS1) **Montserrat:** British overseas territory.

(MS2) **Montserrat:** with the capital Plymouth having been devastated by volcanic eruption, government institutions are now located in Brades.

(NL1) **Netherlands**: use 'the Netherlands' not Holland, which is only part of the Netherlands (the provinces of North and South Holland); a capital T is not necessary on 'the'. In tables 'Netherlands' will suffice.

(NL2) **Netherlands**: Amsterdam is the constitutional capital; the seat of government is located at The Hague.

(NC1) **New Caledonia**: French *sui generis* collectivity.

(NU1) **Niue**: self-governing in free-association with New Zealand.

(NF1) **Norfolk Island**: self-governing territory of Australia.

(MP1) **Northern Marianas**: Commonwealth in political union with the USA.

(PN1) **Pitcairn Islands**: British overseas territory.

(PR1) **Puerto Rico**: Commonwealth in political union with the USA.

(RE1) **Réunion**: French overseas department and region (DOM-ROM = *département et région d'outre-mer*).

(BL1) **Saint Barthélemy**: French overseas collectivity (COM = *collectivité d'outre-mer*), with the special denomination 'Collectivity of Saint Barthélemy'.

(SH1) **Saint Helena**: British overseas territory.

(MF1) **Saint Martin**: French overseas collectivity (COM = *collectivité d'outre-mer*), with the special denomination 'Collectivity of Saint Martin'.

(PM1) **Saint Pierre and Miquelon**: French overseas collectivity (COM = *collectivité d'outre-mer*), with the special denomination 'Territorial Collectivity of Saint Pierre and Miquelon'.

(SX1) **Sint-Maarten**: autonomous entity of the Kingdom of the Netherlands since 10.10.2010 (Netherlands Antilles dissolved). Although the Netherlands Antilles was dissolved on 10 October 2010 , Curaçao and Sint Maarten have retained the Netherlands Antillean guilder (ANG) while waiting for the creation of a common currency in 2012 (the Caribbean guilder).

(ZA1) **South Africa**: Pretoria (Tshwane) is the administrative capital, Cape Town is the legislative capital and Bloemfontein is the judicial capital.

(GS1) **South Georgia and the South Sandwich Islands**: British overseas territory (under the administration of the Falkland Islands).

(SJ1) **Svalbard and Jan Mayen**: territories of Norway.

(TW1) **Taiwan**: Republic of China is the name recognised as official by the Taipei authorities; Taiwan is the name used by governments which broke off diplomatic relations with Taipei after the UN resolution of October 1971; the name Chinese Taipei is used for sporting events and membership of APEC (Asia-Pacific Economic Cooperation), and reputedly for Taiwan's application to the WTO as the short form of Independent Customs Territory of Taiwan, Penghu, Kinmen and Matsu.

(TZ1) **Tanzania**: many institutions are still in Dar es Salaam.

(TK1) **Tokelau**: territory of New Zealand.

(TK2) **Tokelau**: no capital. Each of the three atolls has its own administrative centre.

(TC1) **Turks and Caicos Islands**: British overseas territory.

(UM1) **United States Minor Outlying Islands**: territories of the USA.

(VI1) **US Virgin Islands**: territory of the USA.

(WF1) **Wallis and Futuna**: French overseas collectivity (COM = *collectivité d'outre-mer*).

(EH1) **Western Sahara**: territory disputed between Morocco and the Polisario Front. In 1976, the latter proclaimed the Sahrawi Arab Democratic Republic (SADR), but this is not officially recognised by the European Union. The United Nations (UN) is currently supervising negotiations.

(ZW1) **Zimbabwe**: presently, the Zimbabwe dollar has been suspended and replaced, notably, by the US dollar.

Annex A6

Country and territory codes

Code ([1])	Country/territory
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	*Anguilla*
AL	Albania
AM	Armenia
AO	Angola
AQ	*Antarctica*
AR	Argentina
AS	*American Samoa*
AT	**Austria**
AU	Australia
AW	*Aruba*
AX	Åland Islands
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	**Belgium**
BF	Burkina Faso
BG	**Bulgaria**
BH	Bahrain
BI	Burundi
BJ	Benin
BL	*Saint Barthélemy*
BM	*Bermuda*
BN	Brunei
BO	Bolivia
BR	Brazil
BS	Bahamas
BT	Bhutan
BV	*Bouvet Island*
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	*Cocos (Keeling) Islands*
CD	Democratic Republic of the Congo
CF	Central African Republic
CG	Congo
CH	Switzerland

([1]) For the rules concerning the use of these codes, see Sections 7.1.1 and 7.1.2. See also Annex A5 for names of countries and territories.

CI	Côte d'Ivoire
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CP	*Clipperton*
CR	Costa Rica
CU	Cuba
CV	Cape Verde
CW	*Curaçao*
CX	*Christmas Island*
CY	**Cyprus**
CZ	**Czech Republic**
DE	**Germany**
DJ	Djibouti
DK	**Denmark**
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	**Estonia**
EG	Egypt
EH	*Western Sahara*
EL	**Greece**
ER	Eritrea
ES	**Spain**
ET	Ethiopia
FI	**Finland**
FJ	Fiji
FK	*Falkland Islands*
FM	Micronesia
FO	*Faeroe Islands*
FR	**France**
(to be defined)	former Yugoslav Republic of Macedonia, the
GA	Gabon
GD	Grenada
GE	Georgia
GF	*French Guiana*
GG	Guernsey
GH	Ghana
GI	*Gibraltar*
GL	*Greenland*
GM	The Gambia
GN	Guinea
GP	*Guadeloupe*
GQ	Equatorial Guinea
GS	*South Georgia and the South Sandwich Islands*
GT	Guatemala
GU	*Guam*
GW	Guinea-Bissau
GY	Guyana

HK	*Hong Kong*
HM	*Heard Island and McDonald Islands*
HN	Honduras
HR	Croatia
HT	Haiti
HU	**Hungary**
ID	Indonesia
IE	**Ireland**
IL	Israel
IM	Isle of Man
IN	India
IO	*British Indian Ocean Territory*
IQ	Iraq
IR	Iran
IS	Iceland
IT	**Italy**
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	Saint Kitts and Nevis
KP	North Korea
KR	South Korea
KW	Kuwait
KY	*Cayman Islands*
KZ	Kazakhstan
LA	Laos
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	**Lithuania**
LU	**Luxembourg**
LV	**Latvia**
LY	Libya
MA	Morocco
MC	Monaco
MD	Moldova
ME	Montenegro
MF	*Saint Martin*
MG	Madagascar
MH	Marshall Islands
ML	Mali
MM	Myanmar/Burma
MN	Mongolia

MO	*Macao*
MP	*Northern Marianas*
MQ	*Martinique*
MR	Mauritania
MS	*Montserrat*
MT	**Malta**
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	*New Caledonia*
NE	Niger
NF	*Norfolk Island*
NG	Nigeria
NI	Nicaragua
NL	**Netherlands**
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	*French Polynesia*
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	**Poland**
PM	*Saint Pierre and Miquelon*
PN	*Pitcairn Islands*
PR	*Puerto Rico*
PT	**Portugal**
PW	Palau
PY	Paraguay
QA	Qatar
RE	*Réunion*
RO	**Romania**
RS	Serbia
RU	Russia
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	**Sweden**
SG	Singapore
SH	*Saint Helena*
SI	**Slovenia**

SJ	*Svalbard and Jan Mayen*
SK	**Slovakia**
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
ST	São Tomé and Príncipe
SV	El Salvador
SX	*Sint Maarten*
SY	Syria
SZ	Swaziland
TC	*Turks and Caicos Islands*
TD	Chad
TF	*French Southern and Antarctic Lands*
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	*Tokelau*
TL	East Timor
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan
TZ	Tanzania
UA	Ukraine
UG	Uganda
UK	**United Kingdom**
UM	*United States Minor Outlying Islands*
US	United States
UY	Uruguay
UZ	Uzbekistan
VA	Holy See/Vatican City
VC	Saint Vincent and the Grenadines
VE	Venezuela
VG	*British Virgin Islands*
VI	*US Virgin Islands*
VN	Vietnam
VU	Vanuatu
WF	*Wallis and Futuna*
WS	Western Samoa
YE	Yemen
YT	*Mayotte*
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe

Annex A7

Currency codes

See also:
Currency names listed in alphabetical order of the countries and territories: Annex A5
The listing order for currencies of the European Union: Section 7.3.2
ISO codes: the ISO 4217 Maintenance Agency's website

Code ([1])	Country/territory	Currency
AED	United Arab Emirates	UAE dirham
AFN	Afghanistan	afghani
ALL	Albania	lek
AMD	Armenia	dram (inv.)
ANG	*Curaçao*	Netherlands Antillean guilder ([2])
	Sint Maarten	
AOA	Angola	kwanza
ARS	Argentina	Argentine peso
AUD	Australia	Australian dollar
	Christmas Island	
	Cocos (Keeling) Islands	
	Kiribati	
	Nauru	
	Norfolk Island	
	Tuvalu	
AWG	*Aruba*	Aruban guilder
AZN	Azerbaijan	Azerbaijani manat
BAM	Bosnia and Herzegovina	convertible mark
BBD	Barbados	Barbados dollar
BDT	Bangladesh	taka (inv.)
BGN	Bulgaria	lev (pl. leva)
BHD	Bahrain	Bahraini dinar
BIF	Burundi	Burundi franc
BMD	*Bermuda*	Bermuda dollar
BND	Brunei	Brunei dollar
BOB	Bolivia	boliviano
BRL	Brazil	real (pl. reais)
BSD	Bahamas	Bahamian dollar
BTN	Bhutan (*)	ngultrum (inv.)
BWP	Botswana	pula (inv.)
BYR	Belarus	Belarusian rouble
BZD	Belize	Belize dollar
CAD	Canada	Canadian dollar
CDF	Democratic Republic of the Congo	Congolese franc
CHF	Liechtenstein	Swiss franc
	Switzerland	
CLP	Chile	Chilean peso
CNY	China	renminbi-yuan (inv.)
COP	Colombia	Colombian peso
CRC	Costa Rica	Costa Rican colón (pl. colones)

CUC	Cuba (*)	convertible peso
CUP	Cuba (*)	Cuban peso
CVE	Cape Verde	Cape Verde escudo
CZK	Czech Republic	Czech koruna (pl. koruny)
DJF	Djibouti	Djibouti franc
DKK	Denmark	Danish krone (pl. kroner)
	Faeroe Islands	
	Greenland	
DOP	Dominican Republic	Dominican peso
DZD	Algeria	Algerian dinar
EGP	Egypt	Egyptian pound
ERN	Eritrea	nakfa
ETB	Ethiopia	birr (inv.)
EUR	Åland Islands	euro
	Andorra	
	Austria	
	Belgium	
	Cyprus	
	Estonia	
	Finland	
	France	
	French Guiana	
	French Southern and Antarctic Lands	
	Germany	
	Greece	
	Ireland	
	Italy	
	Luxembourg	
	Malta	
	Martinique	
	Mayotte	
	Monaco	
	Montenegro	
	Netherlands	
	Portugal	
	Réunion	
	Saint Barthélemy	
	Saint Martin	
	Saint Pierre and Miquelon	
	Slovakia	
	Slovenia	
	Spain	
	Guadeloupe	
	San Marino	
	the Holy See (Vatican City State)	
FJD	Fiji	Fiji dollar
FKP	*Falkland Islands*	Falkland Islands pound
GBP	Guernsey (*)	pound sterling
	Isle of Man (*)	
	Jersey (*)	
	United Kingdom	
GEL	Georgia	lari

GGP	Guernsey (*)	Guernsey pound
GHS	Ghana	Ghana cedi
GIP	*Gibraltar*	Gibraltar pound
GMD	Gambia	dalasi (inv.)
GNF	Guinea	Guinean franc
GTQ	Guatemala	quetzal (pl. quetzales)
GYD	Guyana	Guyana dollar
HKD	*Hong Kong*	Hong Kong dollar
HNL	Honduras	lempira
HRK	Croatia	kuna (inv.)
HTG	Haiti (*)	gourde
HUF	Hungary	forint (inv.)
IDR	Indonesia	Indonesian rupiah (inv.)
ILS	Israel	shekel
IMP	Isle of Man (*)	Manx pound
INR	Bhutan (*)	Indian rupee
	India	
IQD	Iraq	Iraqi dinar
IRR	Iran	Iranian rial
ISK	Iceland	króna (pl. krónur)
JEP	Jersey (*)	Jersey pound
JMD	Jamaica	Jamaica dollar
JOD	Jordan	Jordanian dinar
JPY	Japan	yen (inv.)
KES	Kenya	Kenyan shilling
KGS	Kyrgyzstan	som
KHR	Cambodia	riel
KMF	Comoros	Comorian franc
KPW	North Korea	North Korean won (inv.)
KRW	South Korea	South Korean won (inv.)
KWD	Kuwait	Kuwaiti dinar
KYD	*Cayman Islands*	Cayman Islands dollar
KZT	Kazakhstan	tenge (inv.)
LAK	Laos	kip (inv.)
LBP	Lebanon	Lebanese pound
LKR	Sri Lanka	Sri Lankan rupee
LRD	Liberia	Liberian dollar
LSL	Lesotho (*)	loti (pl. maloti)
LTL	Lithuania	litas (pl. litai)
LVL	Latvia	lats (pl. lati)
LYD	Libya	Libyan dinar
MAD	Morocco	Moroccan dirham
	Western Sahara	
MDL	Moldova	Moldovan leu (pl. lei)
MGA	Madagascar	ariary
MKD	former Yugoslav Republic of Macedonia, the (3a)	denar (pl. denars)
MMK	Myanmar/Burma	kyat
MNT	Mongolia	tugrik
MOP	*Macao*	pataca
MRO	Mauritania	ouguiya
MUR	Mauritius	Mauritian rupee

MVR	Maldives	rufiyaa
MWK	Malawi	Malawian kwacha (inv.)
MXN	Mexico	Mexican peso
MYR	Malaysia	ringgit (inv.)
MZN	Mozambique	metical (pl. meticais)
NAD	Namibia (*)	Namibian dollar
NGN	Nigeria	naira (inv.)
NIO	Nicaragua	córdoba oro
NOK	Norway	Norwegian krone (pl. kroner)
	Svalbard and Jan Mayen	
NPR	Nepal	Nepalese rupee
NZD	Cook Islands	New Zealand dollar
	New Zealand	
	Niue	
	Pitcairn Islands	
	Tokelau	
OMR	Oman	Omani rial
PAB	Panama (*)	balboa
PEN	Peru	new sol
PGK	Papua New Guinea	kina (inv.)
PHP	Philippines	Philippine peso
PKR	Pakistan	Pakistani rupee
PLN	Poland	zloty (pl. zlotys)
PYG	Paraguay	guaraní (pl. guaraníes)
QAR	Qatar	Qatari riyal
RON	Romania	Romanian leu (pl. lei)
RSD	Serbia	Serbian dinar
RUB	Russia	Russian rouble
RWF	Rwanda	Rwandese franc
SAR	Saudi Arabia	Saudi riyal
SBD	Solomon Islands	Solomon Islands dollar
SCR	Seychelles	Seychelles rupee
SDG	Sudan	Sudanese pound
SEK	Sweden	krona (pl. kronor)
SGD	Singapore	Singapore dollar
SHP	*Saint Helena*	Saint Helena pound
SLL	Sierra Leone	leone
SOS	Somalia	Somali shilling
SRD	Suriname	Surinamese dollar
STD	São Tomé and Príncipe	dobra
SVC	El Salvador (*)	Salvadorian colón (pl. colones)
SYP	Syria	Syrian pound
SZL	Swaziland	lilangeni (pl. emalangeni)
THB	Thailand	baht (inv.)
TJS	Tajikistan	somoni
TMT	Turkmenistan	Turkmen manat (inv.)
TND	Tunisia	Tunisian dinar
TOP	Tonga	pa’anga (inv.)
TRY	Turkey	Turkish lira (inv.)
TTD	Trinidad and Tobago	Trinidad and Tobago dollar
TWD	*Taiwan*	new Taiwan dollar
TZS	Tanzania	Tanzanian shilling

UAH	Ukraine	hryvnia
UGX	Uganda	Uganda shilling
USD	*American Samoa*	US dollar
	British Indian Ocean Territory	
	British Virgin Islands	
	East Timor	
	Ecuador (*)	
	El Salvador	
	Guam	
	Haiti (*)	
	Marshall Islands	
	Micronesia	
	Northern Marianas	
	Palau	
	Panama (*)	
	Puerto Rico	
	Turks and Caicos Islands	
	United States	
	United States Minor Outlying Islands	
	US Virgin Islands	
UYU	Uruguay	Uruguayan peso
UZS	Uzbekistan	sum (inv.)
VEF	Venezuela	bolívar fuerte (pl. bolívares fuertes)
VND	Vietnam	dong
VUV	Vanuatu	vatu (inv.)
WST	Samoa	tala (inv.)
XAF	Cameroon	CFA franc (BEAC)
	Central African Republic	
	Chad	
	Congo	
	Equatorial Guinea	
	Gabon	
XCD	*Anguilla*	East Caribbean dollar
	Antigua and Barbuda	
	Dominica	
	Grenada	
	Montserrat	
	Saint Kitts and Nevis	
	Saint Lucia	
	Saint Vincent and the Grenadines	
XOF	Benin	CFA franc (BCEAO)
	Burkina Faso	
	Côte d'Ivoire	
	Guinea-Bissau	
	Mali	
	Niger	
	Senegal	
	Togo	
XPF	*French Polynesia*	CFP franc
	New Caledonia	
	Wallis and Futuna	
YER	Yemen	Yemeni rial

ZAR	Lesotho (*)	rand
	Namibia	
	South Africa	
ZMK	Zambia	Zambian kwacha (inv.)
ZWL	Zimbabwe	Zimbabwe dollar ([3])

([*]) The following countries/territories have two currencies in circulation (ISO 4217):
— Bhutan: BTN, INR,
— Cuba: CUC, CUP,
— El Salvador: SVC, USD,
— Guernsey: GBP, GGP,
— Haiti: HTG, USD,
— Isle of Man: GBP, IMP,
— Jersey: GBP, JEP,
— Lesotho: LSL, ZAR,
— Namibia: NAD, ZAR,
— Panama: PAB, USD.

([1]) ISO 4217 codes, except GGP, IMP et JEP, which are variants of the pound sterling (GBP) but have their own codes.

([2]) Although the Netherlands Antilles was dissolved on 10 October 2010, Curaçao and Sint Maarten have retained the Netherlands Antillean guilder (ANG) while waiting for the creation of a common currency in 2012 (the Caribbean guilder).

([3]) Presently, the Zimbabwe dollar has been suspended and replaced, notably, by the US dollar.

EU: candidate countries		
Code	***Country***	***Currency***
EUR	Montenegro	euro
HRK	Croatia	kuna (inv.)
ISK	Iceland	króna (pl. krónur)
MKD	former Yugoslav Republic of Macedonia, the	denar (pl. denars)
TRY	Turkey	Turkish lira (inv.)

EU-27: former currencies		
Code	***Country***	***Currency***
ATS	Austria	Austrian schilling
BEF	Belgium	Belgian franc
CYP	Cyprus	Cyprus pound
DEM	Germany	German mark
EEK	Estonia	kroon (pl. kroonid)
ESP	Spain	peseta
FIM	Finland	Finnish markka (pl. markkaa)
FRF	France	French franc
GRD	Greece	drachma (pl. drachmae)
IEP	Ireland	Irish pound
ITL	Italy	Italian lira (pl. lire)
LUF	Luxembourg	Luxembourg franc
MTL	Malta	Maltese lira (pl. liri)
NLG	Netherlands	Dutch guilder
PTE	Portugal	Portuguese escudo
SIT	Slovenia	tolar (pl. tolars)
SKK	Slovakia	Slovak koruna (pl. koruny)

Annex A8

Language codes (European Union)

Alphabetical order of languages	
Language	***Code*** ([1])
Bulgarian	bg
Czech	cs
Danish	da
Dutch	nl
English	en
Estonian	et
Finnish	fi
French	fr
German	de
Greek	el
Hungarian	hu
Irish	ga
Italian	it
Latvian	lv
Lithuanian	lt
Maltese	mt
Polish	pl
Portuguese	pt
Romanian	ro
Slovak	sk
Slovenian	sl
Spanish	es
Swedish	sv

Alphabetical order of codes	
Code ([1])	***Language***
bg	Bulgarian
cs	Czech
da	Danish
de	German
el	Greek
en	English
es	Spanish
et	Estonian
fi	Finnish
fr	French
ga	Irish
hu	Hungarian
it	Italian
lt	Lithuanian
lv	Latvian
mt	Maltese
nl	Dutch
pl	Polish
pt	Portuguese
ro	Romanian
sk	Slovak
sl	Slovenian
sv	Swedish

([1]) For the rules concerning the use of these codes, see Section 7.2.1.

Annex A9

Institutions, bodies, interinstitutional services and organisations: multilingual list

This annex provides (a) an index of the entities covered by it and (b) a multilingual list with the equivalent names in the different linguistic versions. For the listing order, please see Section 9.5.

(a) Index

Agency for the Cooperation of Energy Regulators
Artemis Joint Undertaking
Civil Service Tribunal
Clean Sky Joint Undertaking
Committee of the Regions of the European Union
Community Fisheries Control Agency
Community Plant Variety Office
Council of the European Union
Court of Justice of the European Union/Court of Justice
(until 30.11.2009: Court of Justice of the European Communities)
Education, Audiovisual and Culture Executive Agency
ENIAC Joint Undertaking
Euratom Supply Agency
Eurojust
European Administrative School
European Agency for Reconstruction (end of mandate: 31.12.2008)
European Agency for Safety and Health at Work
European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union
European Asylum Support Office
European Aviation Safety Agency
European Central Bank
European Centre for Disease Prevention and Control
European Centre for the Development of Vocational Training
European Chemicals Agency
European Commission
(until 30.11.2009: Commission of the European Communities)
European Council
European Court of Auditors
European Data Protection Supervisor
European Defence Agency
European Economic and Social Committee
European Environment Agency
European External Action Service
European Food Safety Authority
European Foundation for the Improvement of Living and Working Conditions
European GNSS Agency
European Institute for Gender Equality
European Institute of Innovation and Technology
European Investment Bank

European Investment Fund
European Maritime Safety Agency
European Medicines Agency
European Monitoring Centre for Drugs and Drug Addiction
European Network and Information Security Agency
European Ombudsman
European Parliament
European Personnel Selection Office
European Police College
European Police Office (Europol)
European Railway Agency
European Research Council Executive Agency
European Training Foundation
European Union
European Union Agency for Fundamental Rights
European Union Institute for Security Studies
European Union Satellite Centre
Executive Agency for Competitiveness and Innovation
Executive Agency for Health and Consumers
Fusion for Energy Joint Undertaking
General Court
(until 30.11.2009: Court of First Instance of the European Communities)
High Representative of the Union for Foreign Affairs and Security Policy
IMI Joint Undertaking
Office for Harmonization in the Internal Market (Trade Marks and Designs)
President of the European Council
Publications Office of the European Union
(until 30.6.2009: Office for Official Publications of the European Communities)
Research Executive Agency
SESAR Joint Undertaking
Trans-European Transport Network Executive Agency
Translation Centre for the Bodies of the European Union

(b) Multilingual list

Agency for the Cooperation of Energy Regulators

bg Агенция за сътрудничество между регулаторите на енергия (Любляна)
es Agencia de Cooperación de los Reguladores de la Energía (Lijubliana)
cs Agentura pro spolupráci energetických regulačních orgánů (Lublaň)
da Agenturet for Samarbejde mellem Energireguleringsmyndigheder (Ljubljana)
de Agentur für die Zusammenarbeit der Energieregulierungsbehörden (Laibach)
et Energeetikasektorit Reguleerivate Asutuste Koostööamet (Ljubljana)
el Οργανισμός Συνεργασίας των Ρυθμιστικών Αρχών Ενέργειας (Λιουμπλιάνα)
en Agency for the Cooperation of Energy Regulators (ACER, Ljubljana)
fr Agence de coopération des régulateurs de l'énergie (Ljubljana)
ga Gníomhaireacht um Chomhar idir Rialálaithe Fuinnimh (Liúibleána)
it Agenzia per la cooperazione fra i regolatori nazionali dell'energia (Lubiana)
lv Energoregulatoru sadarbības aģentūra (Ļubļana)
lt Energetikos reguliavimo institucijų bendradarbiavimo agentūra (ACER, Liubliana)
hu Energiaszabályozók Együttműködési Ügynöksége (Ljubljana)
mt l-Aġenzija għall-Koperazzjoni tar-Regolaturi tal-Enerġija (Ljubljana)
nl Agentschap voor de samenwerking tussen energieregulators (Ljubljana)
pl Agencja ds. Współpracy Organów Regulacji Energetyki (Lublana)
pt Agência de Cooperação dos Reguladores da Energia (Liubliana)
ro Agenția pentru Cooperarea Autorităților de Reglementare din Domeniul Energiei (Ljubljana)
sk Agentúra pre spoluprácu regulačných orgánov v oblasti energetiky (Ľubľana)
sl Agencija za sodelovanje energetskih regulatorjev (Ljubljana)
fi energia-alan sääntelyviranomaisten yhteistyövirasto (Ljubljana)
sv Byrån för samarbete mellan energitillsynsmyndigheter (Ljubljana)

Artemis Joint Undertaking

bg съвместното предприятие ARTEMIS (Брюксел)
es Empresa Común Artemis (Bruselas)
cs společný podnik ARTEMIS (Brusel)
da fællesforetagendet Artemis (Bruxelles)
de Gemeinsames Unternehmen Artemis (Brüssel)
et ühisettevõte ARTEMIS (Brüssel)
el κοινή επιχείρηση ARTEMIS (Βρυξέλλες)
en Artemis Joint Undertaking (Brussels)
fr entreprise commune Artemis (Bruxelles)
ga Comhghnóthas Artemis (An Bhruiséil)
it impresa comune ARTEMIS (Bruxelles)
lv *ARTEMIS* kopuzņēmums (Brisele)
lt Bendroji įmonė ARTEMIS (Briuselis)
hu ARTEMIS közös vállalkozás (Brüsszel)
mt l-Impriża Konġunta ARTEMIS (Brussell)
nl gemeenschappelijke onderneming Artemis (Brussel)
pl wspólne przedsiębiorstwo ARTEMIS (Bruksela)
pt Empresa Comum ARTEMIS (Bruxelas)
ro întreprinderea comună ARTEMIS (Bruxelles)
sk spoločný podnik ARTEMIS (Brusel)
sl Skupno podjetje ARTEMIS (Bruselj)
fi ARTEMIS-yhteisyritys (Bryssel)
sv gemensamma företaget Artemis (Bryssel)

Civil Service Tribunal

bg Съд на публичната служба (Люксембург)
es Tribunal de la Función Pública (Luxemburgo)
cs Soud pro veřejnou službu (Lucemburk)
da EU-personaleretten (Luxembourg)
(til 30.11.2009: Retten for EU-personalesager)
de Gericht für den öffentlichen Dienst (Luxemburg)
et Avaliku Teenistuse Kohus (Luxembourg)
el Δικαστήριο Δημόσιας Διοίκησης (Λουξεμβούργο)
en Civil Service Tribunal (Luxembourg)
fr Tribunal de la fonction publique (Luxembourg)
ga An Binse um Sheirbhís Shibhialta (Lucsamburg)
it Tribunale della funzione pubblica (Lussemburgo)
lv Civildienesta tiesa (Luksemburga)
lt Tarnautojų teismas (Liuksemburgas)
hu Közszolgálati Törvényszék (Luxemburg)
mt it-Tribunal għas-Servizz Pubbliku (il-Lussemburgu)
nl Gerecht voor ambtenarenzaken (Luxemburg)
pl Sąd do spraw Służby Publicznej (Luksemburg)
(do 30.11.2009: Sąd ds. Służby Publicznej Unii Europejskiej)
pt Tribunal da Função Pública (Luxemburgo)
ro Tribunalul Funcției Publice (Luxemburg)
sk Súd pre verejnú službu (Luxemburg)
sl Sodišče za uslužbence (Luxembourg)
fi virkamiestuomioistuin (Luxemburg)
sv personaldomstolen (Luxemburg)

Clean Sky Joint Undertaking

bg съвместно предприятие „Чисто небе“ (Брюксел)
es Empresa Común Clean Sky (Bruselas)
cs společný podnik Clean Sky (Brusel)
da fællesforetagendet Clean Sky (Bruxelles)
de Gemeinsames Unternehmen Clean Sky (Brüssel)
et ühisettevõte Clean Sky (Brüssel)
el κοινή επιχείρηση Clean Sky (Βρυξέλλες)
en Clean Sky Joint Undertaking (Brussels)
fr entreprise commune Clean Sky (Bruxelles)
ga Comhghnóthas “Clean Sky” (An Bhruiséil)
it impresa comune Clean Sky (Bruxelles)
lv kopuzņēmums “*Clean Sky*” (Brisele)
lt Bendroji įmonė „Švarus dangus“ (Briuselis)
hu Tiszta Égbolt közös vállalkozás (Brüsszel)
mt l-Impriża Konġunta “Clean Sky” (Brussell)
nl gemeenschappelijke onderneming Clean Sky (Brussel)
pl wspólne przedsiębiorstwo „Czyste niebo” (Bruksela)
pt Empresa Comum Clean Sky (Bruxelas)
ro întreprinderea comună Clean Sky (Bruxelles)
sk spoločný podnik Čisté nebo (Brusel)
sl Skupno podjetje „Čisto nebo“ (Bruselj)
fi Clean Sky -yhteisyritys (Bryssel)
sv gemensamma företaget Clean Sky (Bryssel)

Committee of the Regions of the European Union

bg Комитет на регионите на Европейския съюз (КР, Брюксел)
es Comité de las Regiones de la Unión Europea (CDR, Bruselas)
cs Výbor regionů Evropské unie (VR, Brusel)
da Den Europæiske Unions Regionsudvalg (Bruxelles)
de Ausschuss der Regionen der Europäischen Union (AdR, Brüssel)
et Euroopa Liidu Regioonide Komitee (CoR, Brüssel)
el Επιτροπή των Περιφερειών της Ευρωπαϊκής Ένωσης (ΕτΠ, Βρυξέλλες)
en Committee of the Regions of the European Union (CoR, Brussels)
fr Comité des régions de l'Union européenne (CdR, Bruxelles)
ga Coiste Réigiún an Aontais Eorpaigh (An Bhruiséil)
it Comitato delle regioni dell'Unione europea (CdR, Bruxelles)
lv Eiropas Savienības Reģionu komiteja (RK, Brisele)
lt Europos Sąjungos regionų komitetas (ESRK, Briuselis)
hu Az Európai Unió Régiók Bizottsága (RB, Brüsszel)
mt il-Kumitat tar-Reġjuni tal-Unjoni Ewropea (KtR, Brussell)
nl Comité van de Regio's van de Europese Unie (CvdR, Brussel)
pl Komitet Regionów Unii Europejskiej (Bruksela)
pt Comité das Regiões da União Europeia (CR, Bruxelas)
ro Comitetul Regiunilor al Uniunii Europene (CoR, Bruxelles)
sk Výbor regiónov Európskej únie (CoR/VR, Brusel)
sl Odbor regij Evropske unije (OR, Bruselj)
fi Euroopan unionin alueiden komitea (AK, Bryssel)
sv Europeiska unionens regionkommitté (ReK, Bryssel)

Community Fisheries Control Agency

bg Агенция на Общността за контрол на рибарството (CFCA, Виго)
es Agencia Comunitaria de Control de la Pesca (ACCP, Vigo)
cs Agentura Společenství pro kontrolu rybolovu (CFCA, Vigo)
da EF-Fiskerikontrolagenturet (Vigo)
de Europäische Fischereiaufsichtsagentur (EUFA, Vigo)
et Ühenduse Kalanduskontrolli Agentuur (CFCA, Vigo)
el Κοινοτική Υπηρεσία Ελέγχου της Αλιείας (CFCA, Βίγκο)
en Community Fisheries Control Agency (CFCA, Vigo)
fr Agence communautaire de contrôle des pêches (ACCP, Vigo)
ga An Ghníomhaireacht Chomhphobail um Rialú ar Iascach (GCRI, Vigo)
it Agenzia comunitaria di controllo della pesca (ACCP, Vigo)
lv Kopienas Zivsaimniecības kontroles aģentūra (KZKA, Vigo)
lt Bendrijos žuvininkystės kontrolės agentūra (BŽK, Vigas)
hu Közösségi Halászati Ellenőrző Hivatal (CFCA, Vigo)
mt l-Aġenzija Komunitarja għall-Kontroll tas-Sajd (CFCA, Vigo)
nl Communautair Bureau voor visserijcontrole (CBVC, Vigo)
pl Wspólnotowa Agencja Kontroli Rybołówstwa (CFCA, Vigo)
pt Agência Comunitária de Controlo das Pescas (ACCP, Vigo)
ro Agenția Comunitară pentru Controlul Pescuitului (ACCP, Vigo)
sk Agentúra Spoločenstva pre kontrolu rybného hospodárstva (CFCA, Vigo)
sl Agencija Skupnosti za nadzor ribištva (CFCA, Vigo)
fi yhteisön kalastuksenvalvontavirasto (Vigo)
sv Gemenskapens kontrollorgan för fiske (Vigo)

Community Plant Variety Office

bg Служба на Общността за сортовете растения (CPVO, Анжер)
es Oficina Comunitaria de Variedades Vegetales (OCVV, Angers)
cs Odrůdový úřad Společenství (CPVO, Angers)
da EF-Sortsmyndigheden (CPVO, Angers)
de Gemeinschaftliches Sortenamt (CPVO, Angers)
et Ühenduse Sordiamet (CPVO, Angers)
el Κοινοτικό Γραφείο Φυτικών Ποικιλιών (OCVV, Ανζέ)
en Community Plant Variety Office (CPVO, Angers)
fr Office communautaire des variétés végétales (OCVV, Angers)
ga An Oifig Chomhphobail um Chineálacha Plandaí (CPVO, Angers)
it Ufficio comunitario delle varietà vegetali (UCVV, Angers)
lv Kopienas Augu šķirņu birojs (*CPVO,* Anžēras)
lt Bendrijos augalų veislių tarnyba (CPVO, Angers)
hu Közösségi Növényfajta-hivatal (CPVO, Angers)
mt l-Uffiċċju Komunitarju tal-Varjetajiet tal-Pjanti (CPVO, Angers)
nl Communautair Bureau voor plantenrassen (CBP, Angers)
pl Wspólnotowy Urząd Ochrony Odmian Roślin (CPVO, Angers)
pt Instituto Comunitário das Variedades Vegetais (ICVV, Angers)
ro Oficiul Comunitar pentru Soiuri de Plante (OCSP, Angers)
sk Úrad Spoločenstva pre odrody rastlín (CPVO, Angers)
sl Urad Skupnosti za rastlinske sorte (CPVO, Angers)
fi yhteisön kasvilajikevirasto (CPVO, Angers)
sv Gemenskapens växtsortsmyndighet (CPVO, Angers)

Council of the European Union

bg Съвет на Европейския съюз (Брюксел)
es Consejo de la Unión Europea (Bruselas)
cs Rada Evropské unie (Brusel)
da Rådet for Den Europæiske Union (Bruxelles)
de Rat der Europäischen Union (Brüssel)
et Euroopa Liidu Nõukogu (Brüssel)
el Συμβούλιο της Ευρωπαϊκής Ένωσης (Βρυξέλλες)
en Council of the European Union (Brussels)
fr Conseil de l'Union européenne (Bruxelles)
ga Comhairle an Aontais Eorpaigh (An Bhruiséil)
it Consiglio dell'Unione europea (Bruxelles)
lv Eiropas Savienības Padome (Brisele)
lt Europos Sąjungos Taryba (Briuselis)
hu Az Európai Unió Tanácsa (Brüsszel)
mt il-Kunsill tal-Unjoni Ewropea (Brussell)
nl Raad van de Europese Unie (Brussel)
pl Rada Unii Europejskiej (Bruksela)
pt Conselho da União Europeia (Bruxelas)
ro Consiliul Uniunii Europene (Bruxelles)
sk Rada Európskej únie (Brusel)
sl Svet Evropske unije (Bruselj)
fi Euroopan unionin neuvosto (Bryssel)
sv Europeiska unionens råd (Bryssel)

Court of Justice of the European Union/Court of Justice

(Institution/instance)

bg Съд на Европейския съюз (Люксембург) / Съд
(до 30.11.2009 г.: Съд на Европейските общности)

es Tribunal de Justicia de la Unión Europea (TCUE, Luxemburgo) / Tribunal de Justicia
(hasta el 30.11.2009: Tribunal de Justicia de las Comunidades Europeas)

cs Soudní dvůr Evropské unie (SD, Lucemburk) / Soudní dvůr
(do 30. 11. 2009: Soudní dvůr Evropských společenství)

da Den Europæiske Unions Domstol (Luxembourg)/Domstolen
(til 30.11.2009: De Europæiske Fællesskabers Domstol)

de Gerichtshof der Europäischen Union (EuGH, Luxemburg)/Gerichtshof
(bis 30.11.2009: Gerichtshof der Europaïschen Gemeinschaften)

et Euroopa Liidu Kohus (Luxembourg) / Euroopa Kohus
(kuni 30.11.2009: Euroopa Ühenduste Kohus)

el Δικαστήριο της Ευρωπαϊκής Ένωσης (ΔΕΕ, Λουξεμβούργο) / Δικαστήριο
(έως τις 30.11.2009: Δικαστήριο των Ευρωπαϊκών Κοινοτήτων)

en Court of Justice of the European Union (CJ, Luxembourg)/Court of Justice
(until 30.11.2009: Court of Justice of the European Communities)

fr Cour de justice de l'Union européenne (CJUE, Luxembourg)/Cour de justice
(jusqu'au 30.11.2009: Cour de justice des Communautés européennes)

ga Cúirt Bhreithiúnais an Aontais Eorpaigh (CJUE, Lucsamburg)/An Chúirt Bhreithiúnais
(go dtí an 30.11.2009: Cúirt Bhreithiúnais na gComhphobal Eorpach)

it Corte di giustizia dell'Unione europea (CGUE, Lussemburgo)/Corte di giustizia
(fino al 30.11.2009: Corte di giustizia delle Comunità europee)

lv Eiropas Savienības Tiesa (EST, Luksemburga)/Tiesa
(līdz 30.11.2009.: Eiropas Kopienu Tiesa)

lt Europos Sąjungos Teisingumo Teismas (TT, Liuksemburgas) / Teisingumo Teismas
(iki 2009 11 30: Europos Bendrijų Teisingumo Teismas)

hu Az Európai Unió Bírósága (Luxembourg)/Bíróság
(2009. 11. 30-ig: Az Európai Közösségek Bírósága)

mt il-Qorti tal-Ġustizzja tal-Unjoni Ewropea (QTĠ, il-Lussemburgu)/il-Qorti tal-Ġustizzja
(sat-30.11.2009: il-Qorti tal-Ġustizzja tal-Komunitajiet Ewropej)

nl Hof van Justitie van de Europese Unie (HvJ, Luxemburg)/Hof van Justitie
(tot en met 30.11.2009: Hof van Justitie van de Europese Gemeenschappen)

pl Trybunał Sprawiedliwości Unii Europejskiej (TS, Luksemburg) / Trybunał Sprawiedliwości
(do 30.11.2009: Trybunał Sprawiedliwości Wspólnot Europejskich)

pt Tribunal de Justiça da União Europeia (TJUE, Luxemburgo)/Tribunal de Justiça
(até 30.11.2009: Tribunal de Justiça das Comunidades Europeias)

ro Curtea de Justiție a Uniunii Europene (CJUE, Luxemburg)/Curtea de Justiție
(până la 30.11.2009: Curtea de Justiție a Comunităților Europene)

sk Súdny dvor Európskej únie (Luxemburg)/Súdny dvor
(do 30. 11. 2009: Súdny dvor Európskych spoločenstiev)

sl Sodišče Evropske unije (SEU, Luxembourg)/Sodišče
(do 30. 11. 2009: Sodišče Evropskih skupnosti)

fi Euroopan unionin tuomioistuin (Luxemburg) / unionin tuomioistuin
(30.11.2009 asti Euroopan yhteisöjen tuomioistuin)

sv Europeiska unionens domstol (Luxemburg)/domstolen
(t.o.m. 30.11.2009: Europeiska gemenskapernas domstol)

Education, Audiovisual and Culture Executive Agency

bg Изпълнителна агенция за образование, аудиовизия и култура (EACEA, Брюксел)
es Agencia Ejecutiva en el Ámbito Educativo, Audiovisual y Cultural (EACEA, Bruselas)
cs Výkonná agentura pro vzdělávání, kulturu a audiovizuální oblast (EACEA, Brusel)
da Forvaltningsorganet for Undervisning, Audiovisuelle Medier og Kultur (EACEA, Bruxelles)
de Exekutivagentur Bildung, Audiovisuelles und Kultur (EACEA, Brüssel)
et Hariduse, Audiovisuaalvaldkonna ja Kultuuri Täitevasutus (EACEA, Brüssel)
el Εκτελεστικός Οργανισμός Εκπαίδευσης, Οπτικοακουστικών Θεμάτων και Πολιτισμού (EACEA, Βρυξέλλες)
en Education, Audiovisual and Culture Executive Agency (EACEA, Brussels)
fr Agence exécutive «Éducation, audiovisuel et culture» (EACEA, Bruxelles)
ga An Ghníomhaireacht Feidhmiúcháin Oideachais, Clos-Amhairc agus Cultúir (EACEA, An Bhruiséil)
it Agenzia esecutiva per l'istruzione, gli audiovisivi e la cultura (EACEA, Bruxelles)
lv Izglītības, audiovizuālās jomas un kultūras izpildaģentūra (*EACEA,* Brisele)
lt Švietimo, garso ir vaizdo bei kultūros vykdomoji įstaiga (EACEA, Briuselis)
hu Oktatási, Audiovizuális és Kulturális Végrehajtó Ügynökség (EACEA, Brüsszel)
mt l-Aġenzija Eżekuttiva għall-Edukazzjoni, l-Awdjoviżjoni u l-Kultura (EACEA, Brussell)
nl Uitvoerend Agentschap Onderwijs, audiovisuele media en cultuur (EACEA, Brussel)
pl Agencja Wykonawcza ds. Edukacji, Kultury i Sektora Audiowizualnego (EACEA, Bruksela)
pt Agência Executiva relativa à Educação, ao Audiovisual e à Cultura (EACEA, Bruxelas)
ro Agenția Executivă pentru Educație, Audiovizual şi Cultură (EACEA, Bruxelles)
sk Výkonná agentúra pre vzdelávanie, audiovizuálny sektor a kultúru (EACEA, Brusel)
sl Izvajalska agencija za izobraževanje, avdiovizualno in kulturo (EACEA, Bruselj)
fi koulutuksen, audiovisuaalialan ja kulttuurin toimeenpanovirasto (EACEA, Bryssel)
sv Genomförandeorganet för utbildning, audiovisuella medier och kultur (EACEA, Bryssel)

ENIAC Joint Undertaking

bg съвместното предприятие ENIAC (Брюксел)
es Empresa Común ENIAC (Bruselas)
cs společný podnik ENIAC (Brusel)
da fællesforetagendet ENIAC (Bruxelles)
de Gemeinsames Unternehmen ENIAC (Brüssel)
et ühisettevõte ENIAC (Brüssel)
el κοινή επιχείρηση ENIAC (Βρυξέλλες)
en ENIAC Joint Undertaking (Brussels)
fr entreprise commune ENIAC (Bruxelles)
ga Comhghnóthas ENIAC (An Bhruiséil)
it impresa comune ENIAC (Bruxelles)
lv ENIAC kopuzņēmums (Brisele)
lt Bendroji įmonė ENIAC (Briuselis)
hu ENIAC közös vállalkozás (Brüsszel)
mt l-Impriża Konġunta ENIAC (Brussell)
nl gemeenschappelijke onderneming ENIAC (Brussel)
pl wspólne przedsiębiorstwo ENIAC (Bruksela)
pt Empresa Comum ENIAC (Bruxelas)
ro întreprinderea comună ENIAC (Bruxelles)
sk spoločný podnik ENIAC (Brusel)
sl Skupno podjetje ENIAC (Bruselj)
fi ENIAC-yhteisyritys (Bryssel)
sv gemensamma företaget Eniac (Bryssel)

Euratom Supply Agency

bg Агенция за снабдяване към Евратом (Люксембург)
es Agencia de Abastecimiento de Euratom (AAE, Luxemburgo)
cs Zásobovací agentura Euratomu (Lucemburk)
da Euratoms Forsyningsagentur (Luxembourg)
de Euratom-Versorgungsagentur (Luxemburg)
et Euratomi Tarneagentuur (Luxembourg)
el Οργανισμός Εφοδιασμού Ευρατόμ (Λουξεμβούργο)
en Euratom Supply Agency (Luxembourg)
fr Agence d'approvisionnement d'Euratom (AAE, Luxembourg)
ga Gníomhaireacht Soláthair Euratom (Lucsamburg)
it Agenzia di approvvigionamento dell'Euratom (Lussemburgo)
lv Euratom Apgādes aģentūra (Luksemburga)
lt Euratomo tiekimo agentūrą (Liuksemburgas)
hu Euratom Ellátási Ügynökség (Luxembourg)
mt l-Aġenzija Fornitriċi tal-Euratom (il-Lussemburgu)
nl Voorzieningsagentschap van Euratom (Luxemburg)
pl Agencja Dostaw Euratomu (Luksemburg)
pt Agência de Aprovisionamento da Euratom (Luxemburgo)
ro Agenția de Aprovizionare a Euratom (Luxemburg)
sk Agentúra Euratomu pre zásobovanie (Luxemburg)
sl Agencija za oskrbo Euratom (Luxembourg)
fi Euratomin hankintakeskus (Luxemburg)
sv Euratoms försörjningsbyrå (Luxemburg)

Eurojust

bg Евроюст (Хага)
es Eurojust (La Haya)
cs Eurojust (Haag)
da Eurojust (Haag)
de Eurojust (Den Haag)
et Eurojust (Haag)
el Eurojust (Χάγη)
en Eurojust (The Hague)
fr Eurojust (La Haye)
ga Eurojust (An Háig)
it Eurojust (L'Aia)
lv *Eurojust* (Hāga)
lt Eurojustas (Haga)
hu Eurojust (Hága)
mt Eurojust (L-Aja)
nl Eurojust (Den Haag)
pl Eurojust (Haga)
pt Eurojust (Haia)
ro Eurojust (Haga)
sk Eurojust (Haag)
sl Eurojust (Haag)
fi Eurojust (Haag)
sv Eurojust (Haag)

European Administrative School

bg Европейско училище по администрация (EAS)
es Escuela Europea de Administración (EAS)
cs Evropská správní škola (EAS)
da Den Europæiske Forvaltningsskole (EAS)
de Europäische Verwaltungsakademie (EAS)
et Euroopa Haldusjuhtimise Kool (EAS)
el Ευρωπαϊκή Σχολή Δημόσιας Διοίκησης (EAS)
en European Administrative School (EAS)
fr École européenne d'administration (EAS)
ga An Scoil Riaracháin Eorpach (EAS)
it Scuola europea di amministrazione (EAS)
lv Eiropas Administrācijas skola (EAS)
lt Europos administravimo mokykla (EAS)
hu Európai Közigazgatási Iskola (EAS)
mt l-Iskola Amministrattiva Ewropea (EAS)
nl Europese Bestuursschool (EAS)
pl Europejska Szkoła Administracji (EAS)
pt Escola Europeia de Administração (EAS)
ro Şcoala Europeană de Administrație (EAS)
sk Európska škola verejnej správy (EAS)
sl Evropska šola za upravo (EAS)
fi Euroopan henkilöstökoulutuskeskus (EAS)
sv Europeiska förvaltningsskolan (EAS)

European Agency for Reconstruction

(end of mandate: 31.12.2008)

bg Европейска агенция за възстановяване (EBA, Солун)
es Agencia Europea de Reconstrucción (AER, Salónica)
cs Evropská agentura pro obnovu (EAR, Soluň)
da Det Europæiske Genopbygningsagentur (EAR, Thessaloniki)
de Europäische Agentur für Wiederaufbau (EAR, Thessaloniki)
et Euroopa Ülesehitusamet (EAR, Thessaloníki)
el Ευρωπαϊκή Υπηρεσία για την Ανασυγκρότηση (EAR, Θεσσαλονίκη)
en European Agency for Reconstruction (EAR, Thessaloniki)
fr Agence européenne pour la reconstruction (AER, Thessalonique)
ga An Ghníomhaireacht Eorpach um Athchóiriú (GEA, Thessaloniki)
it Agenzia europea per la ricostruzione (AER, Salonicco)
lv Eiropas Rekonstrukcijas aģentūra (ERA, Saloniki)
lt Europos rekonstrukcijos agentūra (EAR, Salonikai)
hu Európai Újjáépítési Ügynökség (Theszaloníki)
mt l-Aġenzija Ewropea għar-Rikostruzzjoni (EAR, Salonka)
nl Europees Bureau voor wederopbouw (Thessaloniki)
pl Europejska Agencja Odbudowy (EAR, Saloniki)
pt Agência Europeia de Reconstrução (AER, Salonica)
ro Agenția Europeană pentru Reconstrucție (AER, Salonic)
sk Európska agentúra pre obnovu (EAR, Solún)
sl Evropska agencija za obnovo (EAR, Solun)
fi Euroopan jälleenrakennusvirasto (Thessaloniki)
sv Europeiska byrån för återuppbyggnad (EAR, Thessaloniki)

European Agency for Safety and Health at Work

bg Европейска агенция за безопасност и здраве при работа (EU-OSHA, Билбао)
es Agencia Europea para la Seguridad y la Salud en el Trabajo (EU-OSHA, Bilbao)
cs Evropská agentura pro bezpečnost a ochranu zdraví při práci (EU-OSHA, Bilbao)
da Det Europæiske Arbejdsmiljøagentur (EU-OSHA, Bilbao)
de Europäische Agentur für Sicherheit und Gesundheitsschutz am Arbeitsplatz (EU-OSHA, Bilbao)
et Euroopa Tööohutuse ja Töötervishoiu Agentuur (EU-OSHA, Bilbao)
el Ευρωπαϊκός Οργανισμός για την Ασφάλεια και την Υγεία στην Εργασία (EU-OSHA, Μπιλμπάο)
en European Agency for Safety and Health at Work (EU-OSHA, Bilbao)
fr Agence européenne pour la sécurité et la santé au travail (EU-OSHA, Bilbao)
ga An Ghníomhaireacht Eorpach um Shábháilteacht agus Sláinte ag an Obair (EU-OSHA, Bilbao)
it Agenzia europea per la sicurezza e la salute sul lavoro (EU-OSHA, Bilbao)
lv Eiropas Darba drošības un veselības aizsardzības aģentūra (*EU-OSHA,* Bilbao)
lt Europos saugos ir sveikatos darbe agentūra (EU-OSHA, Bilbao)
hu Európai Munkahelyi Biztonsági és Egészségvédelmi Ügynökség (EU-OSHA, Bilbao)
mt l-Aġenzija Ewropea għas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol (EU-OSHA, Bilbao)
nl Europees Agentschap voor veiligheid en gezondheid op het werk (EU-OSHA, Bilbao)
pl Europejska Agencja Bezpieczeństwa i Zdrowia w Pracy (EU-OSHA, Bilbao)
pt Agência Europeia para a Segurança e Saúde no Trabalho (EU-OSHA, Bilbau)
ro Agenția Europeană pentru Sănătate şi Securitate în Muncă (EU-OSHA, Bilbao)
sk Európska agentúra pre bezpečnosť a ochranu zdravia pri práci (EU-OSHA, Bilbao)
sl Evropska agencija za varnost in zdravje pri delu (EU-OSHA, Bilbao)
fi Euroopan työterveys- ja työturvallisuusvirasto (EU-OSHA, Bilbao)
sv Europeiska arbetsmiljöbyrån (EU-Osha, Bilbao)

European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union

bg Европейска агенция за управление на оперативното сътрудничество по външните граници на държавите-членки на Европейския съюз (Frontex, Варшава)

es Agencia Europea para la Gestión de la Cooperación Operativa en las Fronteras Exteriores de los Estados Miembros de la Unión Europea (Frontex, Varsovia)

cs Evropská agentura pro řízení operativní spolupráce na vnějších hranicích členských států Evropské unie (Frontex, Varšava)

da Det Europæiske Agentur for Forvaltning af det Operative Samarbejde ved EU-medlemsstaternes Ydre Grænser (Frontex, Warszawa)

de Europäische Agentur für die operative Zusammenarbeit an den Außengrenzen der Mitgliedstaaten der Europäischen Union (Frontex, Warschau)

et Euroopa Liidu liikmesriikide välispiiril tehtava operatiivkoostöö juhtimise Euroopa agentuur (Frontex, Varssavi)

el Ευρωπαϊκός Οργανισμός για τη Διαχείριση της Επιχειρησιακής Συνεργασίας στα Εξωτερικά Σύνορα των Κρατών Μελών της Ευρωπαϊκής Ένωσης (Frontex, Βαρσοβία)

en European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex, Warsaw)

fr Agence européenne pour la gestion de la coopération opérationnelle aux frontières extérieures des États membres de l'Union européenne (Frontex, Varsovie)

ga An Ghníomhaireacht Eorpach chun Comhar Oibríochtúil a Bhainistiú ag Teorainneacha Seachtracha Bhallstáit an Aontais Eorpaigh (Frontex, Vársá)

it Agenzia europea per la gestione della cooperazione operativa alle frontiere esterne degli Stati membri dell'Unione europea (Frontex, Varsavia)

lv Eiropas Aģentūra operatīvās sadarbības vadībai pie Eiropas Savienības dalībvalstu ārējām robežām (*Frontex,* Varšava)

lt Europos operatyvaus bendradarbiavimo prie Europos Sąjungos valstybių narių išorės sienų valdymo agentūra (*Frontex*, Varšuva)

hu Az Európai Unió Tagállamai Külső Határain Való Operatív Együttműködési Igazgatásért Felelős Európai Ügynökség (Frontex, Varsó)

mt l-Aġenzija Ewropea għall-Ġestjoni ta' Kooperazzjoni Operattiva fil-Fruniteri Esterni tal-Istati Membri tal-Unjoni Ewropea (Frontex, Varsavja)

nl Europees Agentschap voor het beheer van de operationele samenwerking aan de buitengrenzen van de lidstaten van de Europese Unie (Frontex, Warschau)

pl Europejska Agencja Zarządzania Współpracą Operacyjną na Zewnętrznych Granicach Państw Członkowskich Unii Europejskiej (Frontex, Warszawa)

pt Agência Europeia de Gestão da Cooperação Operacional nas Fronteiras Externas dos Estados-Membros da União Europeia (Frontex, Varsóvia)

ro Agenția Europeană pentru Gestionarea Cooperării Operative la Frontierele Externe ale Statelor Membre ale Uniunii Europene (Frontex, Varşovia)

sk Európska agentúra pre riadenie operačnej spolupráce na vonkajších hraniciach členských štátov Európskej únie (Frontex, Varšava)

sl Evropska agencija za upravljanje in operativno sodelovanje na zunanjih mejah držav članic Evropske unije (Frontex, Varšava)

fi Euroopan unionin jäsenvaltioiden operatiivisesta ulkorajayhteistyöstä huolehtiva virasto (Frontex, Varsova)

sv Europeiska byrån för förvaltningen av det operativa samarbetet vid Europeiska unionens medlemsstaters yttre gränser (Frontex, Warszawa)

European Asylum Support Office

bg Европейска служба за подкрепа в областта на убежището (Валета)
es Oficina Europea de Apoyo al Asilo (La Valeta)
cs Evropský podpůrný úřad pro otázky azylu (Valletta)
da Det Europæiske Asylstøttekontor (Valletta)
de Europäisches Unterstützungsbüro für Asylfragen (Valletta)
et Euroopa Varjupaigaküsimuste Tugiamet (Valletta)
el Ευρωπαϊκή Υπηρεσία Υποστήριξης για το Άσυλο (Βαλέττα)
en European Asylum Support Office (EASO, Valletta)
fr Bureau européen d'appui en matière d'asile (La Valette)
ga Oifig Eorpach Tacaíochta do Chúrsaí Tearmainn (Vaileite)
it Ufficio europeo di sostegno per l'asilo (La Valletta)
lv Eiropas Patvēruma atbalsta birojs (Valeta)
lt Europos prieglobsčio paramos biuras (Valeta)
hu Európai Menekültügyi Támogatási Hivatal (Valletta)
mt l-Uffiċċju Ewropew ta' Appoġġ fil-qasam tal-Asil (Valletta)
nl Europees Ondersteuningsbureau voor asielzaken (Valletta)
pl Europejski Urząd Wsparcia w dziedzinie Azylu (Valletta)
pt Gabinete Europeu de Apoio em matéria de Asilo (GEAA, La Valeta)
ro Biroul European de Sprijin pentru Azil (Valletta)
sk Európsky podporný úrad pre azyl (Valletta)
sl Evropski azilni podporni urad (Valletta)
fi Euroopan turvapaikka-asioiden tukivirasto (Valletta)
sv Europeiska stödkontoret för asylfrågor (Valletta)

European Aviation Safety Agency

bg Европейска агенция за авиационна безопасност (ЕААБ, Кьолн)
es Agencia Europea de Seguridad Aérea (AESA, Colonia)
cs Evropská agentura pro bezpečnost letectví (EASA, Kolín)
da Det Europæiske Luftfartssikkerhedsagentur (EASA, Köln)
de Europäische Agentur für Flugsicherheit (EASA, Köln)
et Euroopa Lennundusohutusamet (EASA, Köln)
el Ευρωπαϊκός Οργανισμός Ασφάλειας της Αεροπορίας (EASA, Κολονία)
en European Aviation Safety Agency (EASA, Cologne)
fr Agence européenne de la sécurité aérienne (AESA, Cologne)
ga Gníomhaireacht Sábháilteachta Eitlíochta na hEorpa (EASA, Köln)
it Agenzia europea per la sicurezza aerea (AESA, Colonia)
lv Eiropas Aviācijas drošības aģentūra (*EASA,* Ķelne)
lt Europos aviacijos saugos agentūra (EASA, Kelnas)
hu Európai Repülésbiztonsági Ügynökség (EASA, Köln)
mt l-Aġenzija Ewropea dwar is-Sigurtà fl-Avjazzjoni (EASA, Kolonja)
nl Europees Agentschap voor de veiligheid van de luchtvaart (EASA, Keulen)
pl Europejska Agencja Bezpieczeństwa Lotniczego (EASA, Kolonia)
pt Agência Europeia para a Segurança da Aviação (AESA, Colónia)
ro Agenția Europeană de Siguranță a Aviației (AESA, Köln)
sk Európska agentúra pre bezpečnosť letectva (EASA, Kolín)
sl Evropska agencija za varnost v letalstvu (EASA, Köln)
fi Euroopan lentoturvallisuusvirasto (EASA, Köln)
sv Europeiska byrån för luftfartssäkerhet (Easa, Köln)

European Central Bank

bg Европейска централна банка (ЕЦБ, Франкфурт на Майн)
es Banco Central Europeo (BCE, Fráncfort del Meno)
cs Evropská centrální banka (ECB, Frankfurt n. M.)
da Den Europæiske Centralbank (ECB, Frankfurt am Main)
de Europäische Zentralbank (EZB, Frankfurt am Main)
et Euroopa Keskpank (EKP, Frankfurt)
el Ευρωπαϊκή Κεντρική Τράπεζα (ΕΚΤ, Φραγκφούρτη)
en European Central Bank (ECB, Frankfurt am Main)
fr Banque centrale européenne (BCE, Francfort-sur-le-Main)
ga An Banc Ceannais Eorpach (BCE, Frankfurt am Main)
it Banca centrale europea (BCE, Francoforte sul Meno)
lv Eiropas Centrālā banka (ECB, Frankfurte pie Mainas)
lt Europos centrinis bankas (ECB, Frankfurtas prie Maino)
hu Európai Központi Bank (EKB, Frankfurt am Main)
mt il-Bank Ċentrali Ewropew (BĊE, Frankfurt am Main)
nl Europese Centrale Bank (ECB, Frankfurt am Main)
pl Europejski Bank Centralny (EBC, Frankfurt)
pt Banco Central Europeu (BCE, Frankfurt am Main)
ro Banca Centrală Europeană (BCE, Frankfurt pe Main)
sk Európska centrálna banka (ECB, Frankfurt nad Mohanom)
sl Evropska centralna banka (ECB, Frankfurt na Majni)
fi Euroopan keskuspankki (EKP, Frankfurt am Main)
sv Europeiska centralbanken (ECB, Frankfurt am Main)

European Centre for Disease Prevention and Control

bg Европейски център за профилактика и контрол върху заболяванията (ECDC, Стокхолм)
es Centro Europeo para la Prevención y el Control de las Enfermedades (ECDC, Estocolmo)
cs Evropské středisko pro prevenci a kontrolu nemocí (ECDC, Stockholm)
da Det Europæiske Center for Forebyggelse af og Kontrol med Sygdomme (ECDC, Stockholm)
de Europäisches Zentrum für die Prävention und die Kontrolle von Krankheiten (ECDC, Stockholm)
et Haiguste Ennetamise ja Tõrje Euroopa Keskus (ECDC, Stockholm)
el Ευρωπαϊκό Κέντρο Πρόληψης και Ελέγχου των Νόσων (ECDC, Στοκχόλμη)
en European Centre for Disease Prevention and Control (ECDC, Stockholm)
fr Centre européen de prévention et de contrôle des maladies (ECDC, Stockholm)
ga An Lárionad Eorpach um Ghalair a Chosc agus a Rialú (ECDC, Stócólm)
it Centro europeo per la prevenzione e il controllo delle malattie (ECDC, Stoccolma)
lv Eiropas Slimību profilakses un kontroles centrs (*ECDC*, Stokholma)
lt Europos ligų prevencijos ir kontrolės centras (ECDC, Stokholmas)
hu Európai Betegségmegelőzési és Járványvédelmi Központ (ECDC, Stockholm)
mt iċ-Ċentru Ewropew għall-Prevenzjoni u l-Kontroll tal-Mard (ECDC, Stokkolma)
nl Europees Centrum voor ziektepreventie en -bestrijding (ECDC, Stockholm)
pl Europejskie Centrum ds. Zapobiegania i Kontroli Chorób (ECDC,Sztokholm)
pt Centro Europeu de Prevenção e Controlo das Doenças (ECDC, Estocolmo)
ro Centrul European de Prevenire şi Control al Bolilor (ECDC, Stockholm)
sk Európske centrum pre prevenciu a kontrolu chorôb (ECDC, Štokholm)
sl Evropski center za preprečevanje in obvladovanje bolezni (ECDC, Stockholm)
fi Euroopan tautienehkäisy- ja -valvontakeskus (ECDC, Tukholma)
sv Europeiskt centrum för förebyggande och kontroll av sjukdomar (ECDC, Stockholm)

European Centre for the Development of Vocational Training

bg Европейски център за развитие на професионалното обучение (Cedefop, Солун)
es Centro Europeo para el Desarrollo de la Formación Profesional (Cedefop, Salónica)
cs Evropské středisko pro rozvoj odborného vzdělávání (Cedefop, Soluň)
da Det Europæiske Center for Udvikling af Erhvervsuddannelse (Cedefop, Thessaloniki)
de Europäisches Zentrum für die Förderung der Berufsbildung (Cedefop, Thessaloniki)
et Euroopa Kutseõppe Arenduskeskus (Cedefop, Thessaloníki)
el Ευρωπαϊκό Κέντρο για την Ανάπτυξη της Επαγγελματικής Κατάρτισης (Cedefop, Θεσσαλονίκη)
en European Centre for the Development of Vocational Training (Cedefop, Thessaloniki)
fr Centre européen pour le développement de la formation professionnelle (Cedefop, Thessalonique)
ga An Lárionad Eorpach um Fhobairt na Gairmoiliúna (Cedefop, Thessaloniki)
it Centro europeo per lo sviluppo della formazione professionale (Cedefop, Salonicco)
lv Eiropas Profesionālās izglītības attīstības centrs (Cedefop, Saloniki)
lt Europos profesinio mokymo plėtros centras (*Cedefop*, Salonikai)
hu Európai Szakképzésfejlesztési Központ (Cedefop, Theszaloníki)
mt iċ-Ċentru Ewropew għall-Iżvilupp ta' Taħriġ Professjonali (Cedefop, Salonka)
nl Europees Centrum voor de ontwikkeling van de beroepsopleiding (Cedefop, Thessaloniki)
pl Europejskie Centrum Rozwoju Kształcenia Zawodowego (Cedefop, Saloniki)
pt Centro Europeu para o Desenvolvimento da Formação Profissional (Cedefop, Salonica)
ro Centrul European pentru Dezvoltarea Formării Profesionale (Cedefop, Salonic)
sk Európske stredisko pre rozvoj odborného vzdelávania (Cedefop, Solún)
sl Evropski center za razvoj poklicnega usposabljanja (Cedefop, Solun)
fi Euroopan ammatillisen koulutuksen kehittämiskeskus (Cedefop, Thessaloniki)
sv Europeiskt centrum för utveckling av yrkesutbildning (Cedefop, Thessaloniki)

European Chemicals Agency

bg Европейска агенция по химикалите (ECHA, Хелзинки)
es Agencia Europea de Sustancias y Preparados Químicos (ECHA, Helsinki)
cs Evropská agentura pro chemické látky (ECHA, Helsinki)
da Det Europæiske Kemikalieagentur (ECHA, Helsingfors)
de Europäische Chemikalienagentur (ECHA, Helsinki)
et Euroopa Kemikaaliamet (ECHA, Helsingi)
el Ευρωπαϊκός Οργανισμός Χημικών Προϊόντων (ECHA, Ελσίνκι)
en European Chemicals Agency (ECHA, Helsinki)
fr Agence européenne des produits chimiques (ECHA, Helsinki)
ga An Ghníomhaireacht Eorpach Ceimiceán (ECHA, Heilsincí)
it Agenzia europea per le sostanze chimiche (ECHA, Helsinki)
lv Eiropas Ķīmisko vielu aģentūra (ECHA, Helsinki)
lt Europos cheminių medžiagų agentūra (ECHA, Helsinkis)
hu Európai Vegyianyag-ügynökség (ECHA, Helsinki)
mt l-Aġenzija Ewropea għas-Sustanzi Kimiċi (ECHA, Ħelsinki)
nl Europees Agentschap voor chemische stoffen (ECHA, Helsinki)
pl Europejska Agencja Chemikaliów (ECHA, Helsinki)
pt Agência Europeia dos Produtos Químicos (ECHA, Helsínquia)
ro Agenția Europeană pentru Produse Chimice (ECHA, Helsinki)
sk Európska chemická agentúra (ECHA, Helsinki)
sl Evropska agencija za kemikalije (ECHA, Helsinki)
fi Euroopan kemikaalivirasto (ECHA, Helsinki)
sv Europeiska kemikaliemyndigheten (Echa, Helsingfors)

European Commission

bg Европейска комисия (Брюксел)
(до 30.11.2009 г.: Комисия на Европейските общности)

es Comisión Europea (Bruselas)
(hasta el 30.11.2009: Comisión de las Comunidades Europeas)

cs Evropská komise (Brusel)
(do 30. 11. 2009: Komise Evropských společenství)

da Europa-Kommissionen (Bruxelles)
(til 30.11.2009: Kommissionen for De Europæiske Fællesskaber)

de Europäische Kommission (Brüssel)
(bis 30.11.2009: Kommission der Europäischen Gemeinschaften)

et Euroopa Komisjon (Brüssel)
(kuni 30.11.2009: Euroopa Ühenduste Komisjon)

el Ευρωπαϊκή Επιτροπή (Βρυξέλλες)
(έως τις 30.11.2009: Επιτροπή των Ευρωπαϊκών Κοινοτήτων)

en European Commission (Brussels)
(until 30.11.2009: Commission of the European Communities)

fr Commission européenne (Bruxelles)
(jusqu'au 30.11.2009: Commission des Communautés européennes)

ga An Coimisiún Eorpach (An Bhruiséil)
(go dtí an 30.11.2009: Coimisiún na gComhphobal Eorpach)

it Commissione europea (CE, Bruxelles)
(fino al 30.11.2009: Commissione delle Comunità europee)

lv Eiropas Komisija (Brisele)
(līdz 30.11.2009.: Eiropas Kopienu Komisija)

lt Europos Komisija (Briuselis)
(iki 2009 11 30: Europos Bendrijų Komisija)

hu Európai Bizottság (Brüsszel)
(2009. 11. 30-ig: Az Európai Közösségek Bizottsága)

mt il-Kummissjoni Ewropea (Brussell)
(sat-30.11.2009: il-Kummissjoni tal-Komunitajiet Ewropej)

nl Europese Commissie (Brussel)
(tot en met 30.11.2009: Commissie van de Europese Gemeenschappen)

pl Komisja Europejska (Bruksela)
(do 30.11.2009: Komisja Wspólnot Europejskich)

pt Comissão Europeia (Bruxelas)
(até 30.11.2009: Comissão das Comunidades Europeias)

ro Comisia Europeană (Bruxelles)
(până la 30.11.2009: Comisia Comunităților Europene Europene)

sk Európska komisia (Brusel)
(do 30. 11. 2009: Komisia Európskych spoločenstiev)

sl Evropska komisija (Bruselj)
(do 30. 11. 2009: Komisija Evropskih skupnosti)

fi Euroopan komissio (Bryssel)
(30.11.2009 asti Euroopan yhteisöjen komissio)

sv Europeiska kommissionen (Bryssel)
(t.o.m. 30.11.2009: Europeiska gemenskapernas kommission)

European Council

bg Европейски съвет (Брюксел)
es Consejo Europeo (Bruselas)
cs Evropská rada (Brusel)
da Det Europæiske Råd (Bruxelles)
de Europäischer Rat (Brüssel)
et Euroopa Ülemkogu (Brüssel)
el Ευρωπαϊκό Συμβούλιο (Βρυξέλλες)
en European Council (Brussels)
fr Conseil européen (Bruxelles)
ga An Chomhairle Eorpach (An Bhruiséil)
it Consiglio europeo (Bruxelles)
lv Eiropadome (Brisele)
lt Europos Vadovų Taryba (Briuselis)
hu Az Európai Tanács (Brüsszel)
mt il-Kunsill Ewropew (Brussell)
nl Europese Raad (Brussel)
pl Rada Europejska (Bruksela)
pt Conselho Europeu (Bruxelas)
ro Consiliul European (Bruxelles)
sk Európska rada (Brusel)
sl Evropski svet (Bruselj)
fi Eurooppa-neuvosto (Bryssel)
sv Europeiska rådet (Bryssel)

European Court of Auditors

bg Европейска сметна палата (Люксембург)
es Tribunal de Cuentas Europeo (Luxemburgo)
cs Evropský účetní dvůr (EÚD, Lucemburk)
da Den Europæiske Revisionsret (Luxembourg)
de Europäischer Rechnungshof (Luxemburg)
et Euroopa Kontrollikoda (Luxembourg)
el Ευρωπαϊκό Ελεγκτικό Συνέδριο (Λουξεμβούργο)
en European Court of Auditors (ECA, Luxembourg)
fr Cour des comptes européenne (Luxembourg)
ga An Chúirt Iniúchóirí Eorpach (Lucsamburg)
it Corte dei conti europea (Lussemburgo)
lv Eiropas Revīzijas palāta (Luksemburga)
lt Europos Audito Rūmai (ECA, Liuksemburgas)
hu Európai Számvevőszék (Luxembourg)
mt il-Qorti Ewropea tal-Awdituri (il-Lussemburgu)
nl Europese Rekenkamer (Luxemburg)
pl Europejski Trybunał Obrachunkowy (Luksemburg)
pt Tribunal de Contas Europeu (TCE, Luxemburgo)
ro Curtea de Conturi Europeană (Luxemburg)
sk Európsky dvor audítorov (Luxemburg)
sl Evropsko računsko sodišče (ERS, Luxembourg)
fi Euroopan tilintarkastustuomioistuin (Luxemburg)
sv Europeiska revisionsrätten (Luxemburg)

European Data Protection Supervisor

bg Европейски надзорен орган по защита на данните (ЕНОЗД, Брюксел)
es Supervisor Europeo de Protección de Datos (SEPD, Bruselas)
cs evropský inspektor ochrany údajů (EIOÚ, Brusel)
da Den Europæiske Tilsynsførende for Databeskyttelse (EDPS, Bruxelles)
de Europäischer Datenschutzbeauftragter (EDSB, Brüssel)
et Euroopa Andmekaitseinspektor (Brüssel)
el Ευρωπαίος Επόπτης Προστασίας Δεδομένων (ΕΕΠΔ, Βρυξέλλες)
en European Data Protection Supervisor (EDPS, Brussels)
fr Contrôleur européen de la protection des données (CEPD, Bruxelles)
ga An Maoirseoir Eorpach ar Chosaint Sonraí (MECS, An Bhruiséil)
it Garante europeo della protezione dei dati (GEPD, Bruxelles)
lv Eiropas Datu aizsardzības uzraudzītājs (EDAU, Brisele)
lt Europos duomenų apsaugos priežiūros pareigūnas (EDAPP, Briuselis)
hu európai adatvédelmi biztos (Brüsszel)
mt il-Kontrollur Ewropew għall-Protezzjoni tad-*Data* (KEPD, Brussell)
nl Europese Toezichthouder voor gegevensbescherming (EDPS, Brussel)
pl Europejski Inspektor Ochrony Danych (EIOD, Bruksela)
pt Autoridade Europeia para a Protecção de Dados (AEPD, Bruxelas)
ro Autoritatea Europeană pentru Protecția Datelor (AEPD, Bruxelles)
sk európsky dozorný úradník pre ochranu údajov (EDPS, Brusel)
sl Evropski nadzornik za varstvo podatkov (ENVP, Bruselj)
fi Euroopan tietosuojavaltuutettu (Bryssel)
sv Europeiska datatillsynsmannen (Bryssel)

European Defence Agency

bg Европейска агенция по отбрана (EDA, Брюксел)
es Agencia Europea de Defensa (AED, Bruselas)
cs Evropská obranná agentura (EDA, Brusel)
da Det Europæiske Forsvarsagentur (EDA, Bruxelles)
de Europäische Verteidigungsagentur (EVA, Brüssel)
et Euroopa Kaitseagentuur (EDA, Brüssel)
el Ευρωπαϊκός Οργανισμός Άμυνας (EAD, Βρυξέλλες)
en European Defence Agency (EDA, Brussels)
fr Agence européenne de défense (AED, Bruxelles)
ga An Ghníomhaireacht Eorpach um Chosaint (GEC, An Bhruiséil)
it Agenzia europea per la difesa (AED, Bruxelles)
lv Eiropas Aizsardzības aģentūra (EAA, Brisele)
lt Europos gynybos agentūra (EDA, Briuselis)
hu Európai Védelmi Ügynökség (EDA, Brüsszel)
mt l-Aġenzija Ewropea għad-Difiża (AED, Brussell)
nl Europees Defensieagentschap (EDA, Brussel)
pl Europejska Agencja Obrony (EDA, Bruksela)
pt Agência Europeia de Defesa (AED, Bruxelas)
ro Agenția Europeană de Apărare (AEA, Bruxelles)
sk Európska obranná agentúra (EDA, Brusel)
sl Evropska obrambna agencija (EDA, Bruselj)
fi Euroopan puolustusvirasto (Bryssel)
sv Europeiska försvarsbyrån (Bryssel)

European Economic and Social Committee

bg Европейски икономически и социален комитет (ЕИСК, Брюксел)
es Comité Económico y Social Europeo (CESE, Bruselas)
cs Evropský hospodářský a sociální výbor (EHSV, Brusel)
da Det Europæiske Økonomiske og Sociale Udvalg (EØSU, Bruxelles)
de Europäischer Wirtschafts- und Sozialausschuss (EWSA, Brüssel)
et Euroopa Majandus- ja Sotsiaalkomitee (EMSK, Brüssel)
el Ευρωπαϊκή Οικονομική και Κοινωνική Επιτροπή (ΕΟΚΕ, Βρυξέλλες)
en European Economic and Social Committee (EESC, Brussels)
fr Comité économique et social européen (CESE, Bruxelles)
ga Coiste Eacnamaíoch agus Sóisialta na hEorpa (EESC, An Bhruiséil)
it Comitato economico e sociale europeo (CESE, Bruxelles)
lv Eiropas Ekonomikas un sociālo lietu komiteja (EESK, Brisele)
lt Europos ekonomikos ir socialinių reikalų komitetas (EESRK, Briuselis)
hu Európai Gazdasági és Szociális Bizottság (EGSZB, Brüsszel)
mt il-Kumitat Ekonomiku u Soċjali Ewropew (KESE, Brussell)
nl Europees Economisch en Sociaal Comité (EESC, Brussel)
pl Europejski Komitet Ekonomiczno-Społeczny (EKES, Bruksela)
pt Comité Económico e Social Europeu (CESE, Bruxelas)
ro Comitetul Economic şi Social European (CESE, Bruxelles)
sk Európsky hospodársky a sociálny výbor (EESC/EHSV, Brusel)
sl Evropski ekonomsko-socialni odbor (EESO, Bruselj)
fi Euroopan talous- ja sosiaalikomitea (ETSK, Bryssel)
sv Europeiska ekonomiska och sociala kommittén (EESK, Bryssel)

European Environment Agency

bg Европейска агенция за околна среда (ЕАОС, Копенхаген)
es Agencia Europea de Medio Ambiente (AEMA, Copenhague)
cs Evropská agentura pro životní prostředí (EEA, Kodaň)
da Det Europæiske Miljøagentur (EEA, København)
de Europäische Umweltagentur (EUA, Kopenhagen)
et Euroopa Keskkonnaamet (EEA, Kopenhaagen)
el Ευρωπαϊκός Οργανισμός Περιβάλλοντος (ΕΕΑ, Κοπεγχάγη)
en European Environment Agency (EEA, Copenhagen)
fr Agence européenne pour l'environnement (AEE, Copenhague)
ga An Ghníomhaireacht Chomhsaoil Eorpach (GCE, Cóbanhávan)
it Agenzia europea dell'ambiente (AEA, Copenaghen)
lv Eiropas Vides aģentūra (*EEA,* Kopenhāgena)
lt Europos aplinkos agentūra (EEA, Kopenhaga)
hu Európai Környezetvédelmi Ügynökség (EEA, Koppenhága)
mt l-Aġenzija Ewropea għall-Ambjent (AEA, Kopenħagen)
nl Europees Milieuagentschap (EMA, Kopenhagen)
pl Europejska Agencja Środowiska (EEA, Kopenhaga)
pt Agência Europeia do Ambiente (AEA, Copenhaga)
ro Agenția Europeană de Mediu (AEM, Copenhaga)
sk Európska environmentálna agentúra (EEA, Kodaň)
sl Evropska agencija za okolje (EEA, København)
fi Euroopan ympäristökeskus (EEA, Kööpenhamina)
sv Europeiska miljöbyrån (EEA, Köpenhamn)

European External Action Service

bg Европейска служба за външна дейност (ЕСВД, Брюксел)
es Servicio Europeo de Acción Exterior (SEAE, Bruselas)
cs Evropská služba pro vnější činnost (ESVČ, Brusel)
da Tjenesten for EU's Optræden Udadtil (Bruxelles)
de Europäischer Auswärtiger Dienst (EAD, Brüssel)
et Euroopa välisteenistus (Brüssel)
el Ευρωπαϊκή Υπηρεσία Εξωτερικής Δράσης (ΕΥΕΔ, Βρυξέλλες)
en European External Action Service (EEAS, Brussels)
fr Service européen pour l'action extérieure (SEAE, Bruxelles)
ga An tSeirbhís Eorpach Gníomhaíochta Seachtraí (SEGS, An Bhruiséil)
it Servizio europeo per l'azione esterna (SEAE, Bruxelles)
lv Eiropas Ārējās darbības dienests (EĀDD, Brisele)
lt Europos išorės veiksmų tarnyba (EIVT, Briuselis)
hu Európai Külügyi Szolgálat (EKSZ, Brüsszel)
mt is-Servizz Ewropew għall-Azzjoni Esterna (SEAE, Brussell)
nl Europese Dienst voor extern optreden (EDEO, Brussel)
pl Europejska Służba Działań Zewnętrznych (ESDZ, Bruksela)
pt Serviço Europeu para a Acção Externa (SEAE, Bruxelas)
ro Serviciul European de Acțiune Externă (SEAE, Bruxelles)
sk Európska služba pre vonkajšiu činnosť (ESVČ, Brusel)
sl Evropska služba za zunanje delovanje (ESZD, Bruselj)
fi Euroopan ulkosuhdehallinto (EUH, Bryssel)
sv Europeiska utrikestjänsten (Bryssel)

European Food Safety Authority

bg Европейски орган за безопасност на храните (ЕОБХ, Парма)
es Autoridad Europea de Seguridad Alimentaria (EFSA, Parma)
cs Evropský úřad pro bezpečnost potravin (EFSA, Parma)
da Den Europæiske Fødevaresikkerhedsautoritet (EFSA, Parma)
de Europäische Behörde für Lebensmittelsicherheit (EFSA, Parma)
et Euroopa Toiduohutusamet (EFSA, Parma)
el Ευρωπαϊκή Αρχή για την Ασφάλεια των Τροφίμων (EFSA, Πάρμα)
en European Food Safety Authority (EFSA, Parma)
fr Autorité européenne de sécurité des aliments (EFSA, Parme)
ga An tÚdarás Eorpach um Shábháilteacht Bia (EFSA, Parma)
it Autorità europea per la sicurezza alimentare (EFSA, Parma)
lv Eiropas Pārtikas nekaitīguma iestāde (EFSA, Parma)
lt Europos maisto saugos tarnyba (EFSA, Parma)
hu Európai Élelmiszerbiztonsági Hatóság (EFSA, Parma)
mt l-Awtorità Ewropea dwar is-Sigurtà fl-Ikel (EFSA, Parma)
nl Europese Autoriteit voor voedselveiligheid (EFSA, Parma)
pl Europejski Urząd ds. Bezpieczeństwa Żywności (EFSA, Parma)
pt Autoridade Europeia para a Segurança dos Alimentos (EFSA, Parma)
ro Autoritatea Europeană pentru Siguranța Alimentară (EFSA, Parma)
sk Európsky úrad pre bezpečnosť potravín (EFSA, Parma)
sl Evropska agencija za varnost hrane (EFSA, Parma)
fi Euroopan elintarviketurvallisuusviranomainen (EFSA, Parma)
sv Europeiska myndigheten för livsmedelssäkerhet (Efsa, Parma)

European Foundation for the Improvement of Living and Working Conditions

bg Европейска фондация за подобряване на условията на живот и труд (Eurofound, Дъблин)
es Fundación Europea para la Mejora de las Condiciones de Vida y de Trabajo (Eurofound, Dublín)
cs Evropská nadace pro zlepšení životních a pracovních podmínek (Eurofound, Dublin)
da Det Europæiske Institut til Forbedring af Leve- og Arbejdsvilkårene (Eurofound, Dublin)
de Europäische Stiftung zur Verbesserung der Lebens- und Arbeitsbedingungen (Eurofound, Dublin)
et Euroopa Elu- ja Töötingimuste Parandamise Fond (Eurofound, Dublin)
el Ευρωπαϊκό Ίδρυμα για τη Βελτίωση των Συνθηκών Διαβίωσης και Εργασίας (Eurofound, Δουβλίνο)
en European Foundation for the Improvement of Living and Working Conditions (Eurofound, Dublin)
fr Fondation européenne pour l'amélioration des conditions de vie et de travail (Eurofound, Dublin)
ga An Foras Eorpach chun Dálaí Maireachtála agus Oibre a Fheabhsú (Eurofound, Baile Átha Cliath)
it Fondazione europea per il miglioramento delle condizioni di vita e di lavoro (Eurofound, Dublino)
lv Eiropas Dzīves un darba apstākļu uzlabošanas fonds (*Eurofound,* Dublina)
lt Europos gyvenimo ir darbo sąlygų gerinimo fondas (*Eurofound,* Dublinas)
hu Európai Alapítvány az Élet- és Munkakörülmények Javításáért (Eurofound, Dublin)
mt il-Fondazzjoni Ewropea għat-Titjib tal-Kondizzjonijiet tal-Ħajja u tax-Xogħol (Eurofound, Dublin)
nl Europese Stichting tot verbetering van de levens- en arbeidsomstandigheden (Eurofound, Dublin)
pl Europejska Fundacja na rzecz Poprawy Warunków Życia i Pracy (Eurofound, Dublin)
pt Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho (Eurofound, Dublim)
ro Fundația Europeană pentru Îmbunătățirea Condițiilor de Viață și de Muncă (Eurofound, Dublin)
sk Európska nadácia pre zlepšovanie životných a pracovných podmienok (Eurofound, Dublin)
sl Evropska fundacija za izboljšanje življenjskih in delovnih razmer (Eurofound, Dublin)
fi Euroopan elin- ja työolojen kehittämissäätiö (Eurofound, Dublin)
sv Europeiska institutet för förbättring av levnads- och arbetsvillkor (Eurofound, Dublin)

European GNSS Agency

bg Европейска агенция за ГНСС (GSA, Прага / Временно със седалище в Брюксел)
es Agencia del GNSS Europeo (GSA, Praga / Provisionalmente su sede está en Bruselas)
cs Agentura pro evropský GNSS (GSA, Praha / Prozatímně má sídlo v Bruselu)
da Det Europæiske GNSS-agentur (GSA, Prag / Midlertidigt beliggende i Bruxelles)
de Agentur für das Europäische GNSS (GSA, Prag / Vorläufiger Sitz Brüssel)
et Euroopa GNSSi Agentuur (GSA, Praha / Ajutise asukohaga Brüsselis)
el Οργανισμός του ευρωπαϊκού GNSS (GSA, Πράγα / Προσωρινά γεωγραφικά εγκατεστημένη στις Βρυξέλλες)
en European GNSS Agency (GSA, Prague / Provisionally located at Brussels)
fr Agence du GNSS européen (GSA, Prague / Provisoirement localisée à Bruxelles)
ga An Ghníomhaireacht Eorpach GNSS (GSA, Prág / Tá an suíomh sealadach lonnaithe sa Bhruiséil)
it Agenzia del GNSS europeo (GSA, Praga / Provvisoriamente con sede a Bruxelles)
lv Eiropas *GNSS* aģentūra *(GSA*, Prāga / Pagaidu atrašanās vieta ir Brisele)
lt Europos GNSS agentūra (GSA, Praha / Laikinai įsikūrusi Briuselyje)
hu Európai GNSS Ügynökség (GSA, Prága / Ideiglenesen brüsszeli központtal)
mt l-Aġenzija Ewropea GNSS (GSA, Praga / Proviżorjament jinsab fi Brussell)
nl Europees GNSS-Agentschap (GSA, Praag / Voorlopig gevestigd in Brussel)
pl Agencja Europejskiego GNSS (GSA, Praga / Z tymczasową siedzibą w Brukseli)
pt Agência do GNSS Europeu (GSA, Praga / Provisoriamente localizado em Bruxelas)
ro Agenția GNSS European (GSA, Praga / Cu sediul provizoriu la Bruxelles)
sk Agentúra pre európsky GNSS (GSA, Praha / Dočasne má sídlo v Bruseli)
sl Agencija za evropski GNSS (GSA, Praga / Začasno je nastanjen v Bruslju)
fi Euroopan GNSS-virasto (GSA, Praha / Sijoitettu toistaiseksi Brysseliin)
sv Europeiska byrån för GNSS (GSA, Prag / Provisoriskt lokaliserad till Bryssel)

European Institute for Gender Equality

bg Европейски институт за равенство между половете (EIGE, Вилнюс)
es Instituto Europeo de la Igualdad de Género (EIGE, Vilnius)
cs Evropský institut pro rovnost žen a mužů (EIGE, Vilnius)
da Det Europæiske Institut for Ligestilling mellem Mænd og Kvinder (EIGE, Vilnius)
de Europäisches Institut für Gleichstellungsfragen (EIGE, Wilna)
et Euroopa Soolise Võrdõiguslikkuse Instituut (EIGE, Vilnius)
el Ευρωπαϊκο Ινστιτούτο για την Ισότητα των Φύλων (EIGE, Βίλνα)
en European Institute for Gender Equality (EIGE, Vilnius)
fr Institut européen pour l'égalité entre les hommes et les femmes (EIGE, Vilnius)
ga An Institiúid Eorpach um Chomhionannas Inscne (EIGE, Vilnias)
it Istituto europeo per l'uguaglianza di genere (EIGE, Vilnius)
lv Eiropas Dzimumu līdztiesības institūts (*EIGE*, Viļņa)
lt Europos lyčių lygybės institutas (EIGE, Vilnius)
hu A Nemek Közötti Egyenlőség Európai Intézete (EIGE, Vilnius)
mt l-Istitut Ewropew għall-Ugwaljanza bejn is-Sessi (EIGE, Vilnius)
nl Europees Instituut voor gendergelijkheid (EIGE, Vilnius)
pl Europejski Instytut ds. Równości Kobiet i Mężczyzn (EIGE, Wilno)
pt Instituto Europeu para a Igualdade de Género (EIGE, Vilnius)
ro Institutul European pentru Egalitatea de şanse între Femei şi Bărbați (EIGE, Vilnius)
sk Európsky inštitút pre rodovú rovnosť (EIGE, Vilnius)
sl Evropski inštitut za enakost spolov (EIGE, Vilna)
fi Euroopan tasa-arvoinstituutti (EIGE, Vilna)
sv Europeiska jämställdhetsinstitutet (EIGE, Vilnius)

European Institute of Innovation and Technology

bg Европейски институт за иновации и технологии (EIT, Будапеща)
es Instituto Europeo de Innovación y Tecnología (EIT, Budapest)
cs Evropský inovační a technologický institut (EIT, Budapešť)
da Det Europæiske Institut for Innovation og Teknologi (EIT, Budapest)
de Europäisches Innovations- und Technologieinstitut (EIT, Budapest)
et Euroopa Innovatsiooni- ja Tehnoloogiainstituut (EIT, Budapest)
el Ευρωπαϊκό Ινστιτούτο Καινοτομίας και Τεχνολογίας (EIT, Βουδαπέστη)
en European Institute of Innovation and Technology (EIT, Budapest)
fr Institut européen d'innovation et de technologie (EIT, Budapest)
ga Institiúid Eorpach um Nuálaíocht agus Teicneolaíocht (EIT, Búdapeist)
it Istituto europeo di innovazione e tecnologia (EIT, Budapest)
lv Eiropas Inovāciju un tehnoloģiju institūts (EIT, Budapešta)
lt Europos inovacijos ir technologijos institutas (EIT, Budapeštas)
hu Európai Innovációs és Technológiai Intézet (EIT, Budapest)
mt l-Istitut Ewropew tal-Innovazzjoni u t-Teknoloġija (EIT, Budapest)
nl Europees Instituut voor innovatie en technologie (EIT, Budapest)
pl Europejski Instytut Innowacji i Technologii (EIT, Budapeszt)
pt Instituto Europeu de Inovação e Tecnologia (EIT, Budapeste)
ro Institutul European de Inovare şi Tehnologie (EIT, Budapesta)
sk Európsky inovačný a technologický inštitút (EIT, Budapešť)
sl Evropski inštitut za inovacije in tehnologijo (EIT, Budimpešta)
fi Euroopan innovaatio- ja teknologiainstituutti (EIT, Budapest)
sv Europeiska institutet för innovation och teknik (EIT, Budapest)

European Investment Bank

bg Европейска инвестиционна банка (ЕИБ, Люксембург)
es Banco Europeo de Inversiones (BEI, Luxemburgo)
cs Evropská investiční banka (EIB, Lucemburk)
da Den Europæiske Investeringsbank (EIB, Luxembourg)
de Europäische Investitionsbank (EIB, Luxemburg)
et Euroopa Investeerimispank (EIP, Luxembourg)
el Ευρωπαϊκή Τράπεζα Επενδύσεων (ΕΤΕ, Λουξεμβούργο)
en European Investment Bank (EIB, Luxembourg)
fr Banque européenne d'investissement (BEI, Luxembourg)
ga An Banc Eorpach Infheistíochta (BEI, Lucsamburg)
it Banca europea per gli investimenti (BEI, Lussemburgo)
lv Eiropas Investīciju banka (EIB, Luksemburga)
lt Europos investicijų bankas (EIB, Liuksemburgas)
hu Európai Beruházási Bank (EBB, Luxembourg)
mt il-Bank Ewropew tal-Investiment (BEI, il-Lussemburgu)
nl Europese Investeringsbank (EIB, Luxemburg)
pl Europejski Bank Inwestycyjny (Luksemburg)
pt Banco Europeu de Investimento (BEI, Luxemburgo)
ro Banca Europeană de Investiții (BEI, Luxemburg)
sk Európska investičná banka (EIB, Luxemburg)
sl Evropska investicijska banka (EIB, Luxembourg)
fi Euroopan investointipankki (EIP, Luxemburg)
sv Europeiska investeringsbanken (EIB, Luxemburg)

European Investment Fund

bg Европейски инвестиционен фонд (ЕИФ, Люксембург)
es Fondo Europeo de Inversiones (FEI, Luxemburgo)
cs Evropský investiční fond (EIF, Lucemburk)
da Den Europæiske Investeringsfond (EIF, Luxembourg)
de Europäischer Investitionsfonds (EIF, Luxemburg)
et Euroopa Investeerimisfond (EIF, Luxembourg)
el Ευρωπαϊκό Ταμείο Επενδύσεων (ΕΤαΕ, Λουξεμβούργο)
en European Investment Fund (EIF, Luxembourg)
fr Fonds européen d'investissement (FEI, Luxembourg)
ga An Ciste Eorpach Infheistíochta (Lucsamburg)
it Fondo europeo per gli investimenti (FEI, Lussemburgo)
lv Eiropas Investīciju fonds (EIF, Luksemburga)
lt Europos investicijų fondas (EIF, Liuksemburgas)
hu Európai Beruházási Alap (EBA, Luxembourg)
mt il-Fond Ewropew tal-Investiment (FEI, il-Lussemburgu)
nl Europees Investeringsfonds (EIF, Luxemburg)
pl Europejski Fundusz Inwestycyjny (Luksemburg)
pt Fundo Europeu de Investimento (FEI, Luxemburgo)
ro Fondul European de Investiții (FEI, Luxemburg)
sk Európsky investičný fond (Luxemburg)
sl Evropski investicijski sklad (EIS, Luxembourg)
fi Euroopan investointirahasto (EIR, Luxemburg)
sv Europeiska investeringsfonden (EIF, Luxemburg)

European Maritime Safety Agency

bg Европейска агенция за морска безопасност (ЕАМБ, Лисабон)
es Agencia Europea de Seguridad Marítima (EMSA, Lisboa)
cs Evropská agentura pro námořní bezpečnost (EMSA, Lisabon)
da Det Europæiske Søfartssikkerhedsagentur (EMSA, Lissabon)
de Europäische Agentur für die Sicherheit des Seeverkehrs (EMSA, Lissabon)
et Euroopa Meresõiduohutuse Amet (EMSA, Lissabon)
el Ευρωπαϊκός Οργανισμός για την Ασφάλεια στη Θάλασσα (EMSA, Λισσαβόνα)
en European Maritime Safety Agency (EMSA, Lisbon)
fr Agence européenne pour la sécurité maritime (EMSA, Lisbonne)
ga An Ghníomhaireacht Eorpach um Shábháilteacht Mhuirí (EMSA, Liospóin)
it Agenzia europea per la sicurezza marittima (EMSA, Lisbona)
lv Eiropas Jūras drošības aģentūra (*EMSA,* Lisabona)
lt Europos jūrų saugumo agentūra (EMSA, Lisabona)
hu Európai Tengerbiztonsági Ügynökség (EMSA, Lisszabon)
mt l-Aġenzija Ewropea għas-Sigurtà Marittima (EMSA, Lisbona)
nl Europees Agentschap voor maritieme veiligheid (EMSA, Lissabon)
pl Europejska Agencja ds. Bezpieczeństwa na Morzu (EMSA, Lizbona)
pt Agência Europeia da Segurança Marítima (EMSA, Lisboa)
ro Agenția Europeană pentru Siguranța Maritimă (EMSA, Lisabona)
sk Európska námorná bezpečnostná agentúra (EMSA, Lisabon)
sl Evropska agencija za pomorsko varnost (EMSA, Lizbona)
fi Euroopan meriturvallisuusvirasto (EMSA, Lissabon)
sv Europeiska sjösäkerhetsbyrån (Emsa, Lissabon)

European Medicines Agency

bg Европейска агенция по лекарствата (ЕМА, Лондон)
es Agencia Europea de Medicamentos (EMA, Londres)
cs Evropská agentura pro léčivé přípravky (EMA, Londýn)
da Det Europæiske Lægemiddelagentur (EMA, London)
de Europäische Arzneimittel-Agentur (EMA, London)
et Euroopa Ravimiamet (EMA, London)
el Ευρωπαϊκός Οργανισμός Φαρμάκων (EMA, Λονδίνο)
en European Medicines Agency (EMA, London)
fr Agence européenne des médicaments (EMA, Londres)
ga An Ghníomhaireacht Leigheasra Eorpach (EMA, Londain)
it Agenzia europea per i medicinali (EMA, Londra)
lv Eiropas Zāļu aģentūra (*EMA,* Londona)
lt Europos vaistų agentūra (EMA, Londonas)
hu Európai Gyógyszerügynökség (EMA, London)
mt l-Aġenzija Ewropea għall-Mediċini (EMA, Londra)
nl Europees Geneesmiddelenbureau (EMA, Londen)
pl Europejska Agencja Leków (EMA, Londyn)
pt Agência Europeia de Medicamentos (EMA, Londres)
ro Agenția Europeană pentru Medicamente (EMA, Londra)
sk Európska agentúra pre lieky (EMA, Londýn)
sl Evropska agencija za zdravila (EMA, London)
fi Euroopan lääkevirasto (EMA, Lontoo)
sv Europeiska läkemedelsmyndigheten (EMA, London)

European Monitoring Centre for Drugs and Drug Addiction

bg Европейски център за мониторинг на наркотици и наркомании (ЕЦМНН, Лисабон)
es Observatorio Europeo de las Drogas y las Toxicomanías (OEDT, Lisboa)
cs Evropské monitorovací centrum pro drogy a drogovou závislost (EMCDDA, Lisabon)
da Det Europæiske Overvågningscenter for Narkotika og Narkotikamisbrug (EONN, Lissabon)
de Europäische Beobachtungsstelle für Drogen und Drogensucht (EBDD, Lissabon)
et Euroopa Narkootikumide ja Narkomaania Seirekeskus (EMCDDA, Lissabon)
el Ευρωπαϊκό Κέντρο Παρακολούθησης Ναρκωτικών και Τοξικομανίας (ΕΚΠΝΤ, Λισσαβόνα)
en European Monitoring Centre for Drugs and Drug Addiction (EMCDDA, Lisbon)
fr Observatoire européen des drogues et des toxicomanies (OEDT, Lisbonne)
ga An Lárionad Faireacháin Eorpach um Dhrugaí agus Andúil i nDrugaí (EMCDDA, Liospóin)
it Osservatorio europeo delle droghe e delle tossicodipendenze (OEDT, Lisbona)
lv Eiropas Narkotiku un narkomānijas uzraudzības centrs (ENNUC, Lisabona)
lt Europos narkotikų ir narkomanijos stebėsenos centras (EMCDDA, Lisabona)
hu A Kábítószer és Kábítószerfüggőség Európai Megfigyelőközpontja (EMCDDA, Lisszabon)
mt iċ-Ċentru Ewropew għall-Monitoraġġ dwar id-Droga u d-Dipendenza fuq-Drogi EMCDDA, Lisbona)
nl Europees Waarnemingscentrum voor drugs en drugsverslaving (EWDD, Lissabon)
pl Europejskie Centrum Monitorowania Narkotyków i Narkomanii (EMCDDA, Lizbona)
pt Observatório Europeu da Droga e da Toxicodependência (OEDT, Lisboa)
ro Observatorul European pentru Droguri şi Toxicomanie (OEDT, Lisabona)
sk Európske monitorovacie centrum pre drogy a drogovú závislosť (EMCDDA, Lisabon)
sl Evropski center za spremljanje drog in zasvojenosti z drogami (EMCDDA, Lizbona)
fi Euroopan huumausaineiden ja niiden väärinkäytön seurantakeskus (EMCDDA, Lissabon)
sv Europeiska centrumet för kontroll av narkotika och narkotikamissbruk (ECNN, Lissabon)

European Network and Information Security Agency

bg Европейска агенция за мрежова и информационна сигурност (ENISA, Ираклион)
es Agencia Europea de Seguridad de las Redes y de la Información (ENISA, Heraklion)
cs Evropská agentura pro bezpečnost sítí a informací (ENISA, Heraklion)
da Det Europæiske Agentur for Net- og Informationssikkerhed (ENISA, Heraklion)
de Europäische Agentur für Netz- und Informationssicherheit (ENISA, Heraklion)
et Euroopa Võrgu- ja Infoturbeamet (ENISA, Irákleio)
el Ευρωπαϊκός Οργανισμός για την Ασφάλεια Δικτύων και Πληροφοριών (ENISA, Ηράκλειο)
en European Network and Information Security Agency (ENISA, Heraklion)
fr Agence européenne chargée de la sécurité des réseaux et de l'information (ENISA, Héraklion)
ga An Ghníomhaireacht Eorpach um Shlándáil Gréasáin agus Faisnéise (ENISA, Heraklion)
it Agenzia europea per la sicurezza delle reti e dell'informazione (ENISA, Eraklion)
lv Eiropas Tīklu un informācijas drošības aģentūra (*ENISA,* Herakliona)
lt Europos tinklų ir informacijos apsaugos agentūra (ENISA, Heraklionas)
hu Európai Hálózat- és Információbiztonsági Ügynökség (ENISA, Heraklion)
mt l-Aġenzija Ewropea dwar is-Sigurtà tan-Netwerks u l-Informazzjoni (ENISA, Heraklion)
nl Europees Agentschap voor netwerk- en informatiebeveiliging (ENISA, Heraklion)
pl Europejska Agencja ds. Bezpieczeństwa Sieci i Informacji (ENISA, Iraklion)
pt Agência Europeia para a Segurança das Redes e da Informação (ENISA, Heráclio)
ro Agenția Europeană pentru Securitatea Rețelelor Informatice şi a Datelor (ENISA, Heraklion)
sk Európska agentúra pre bezpečnosť sietí a informácií (ENISA, Heraklion)
sl Evropska agencija za varnost omrežij in informacij (ENISA, Iraklion)
fi Euroopan verkko- ja tietoturvavirasto (ENISA, Iraklion)
sv Europeiska byrån för nät- och informationssäkerhet (Enisa, Heraklion)

European Ombudsman

bg Европейски омбудсман (Страсбург)
es Defensor del Pueblo Europeo (Estrasburgo)
cs evropský veřejný ochránce práv (Štrasburk)
da Den Europæiske Ombudsmand (Strasbourg)
de Europäischer Bürgerbeauftragter (Straßburg)
et Euroopa Ombudsman (Strasbourg)
el Ευρωπαίος Διαμεσολαβητής (Στρασβούργο)
en European Ombudsman (Strasbourg)
fr Médiateur européen (Strasbourg)
ga An tOmbudsman Eorpach (Strasbourg)
it Mediatore europeo (Strasburgo)
lv Eiropas Ombuds (Strasbūra)
lt Europos ombudsmenas (Strasbūras)
hu európai ombudsman (Strasbourg)
mt l-Ombudsman Ewropew (Strażburgu)
nl Europese Ombudsman (Straatsburg)
pl Europejski Rzecznik Praw Obywatelskich (Strasburg)
pt Provedor de Justiça Europeu (Estrasburgo)
ro Ombudsmanul European (Strasbourg)
sk európsky ombudsman (Štrasburg)
sl Evropski varuh človekovih pravic (Strasbourg)
fi Euroopan oikeusasiamies (Strasbourg)
sv Europeiska ombudsmannen (Strasbourg)

European Parliament

bg Европейски парламент (ЕП, Страсбург)
es Parlamento Europeo (PE, Estrasburgo)
cs Evropský parlament (EP, Štrasburk)
da Europa-Parlamentet (Strasbourg)
de Europäisches Parlament (EP, Straßburg)
et Euroopa Parlament (EP, Strasbourg)
el Ευρωπαϊκό Κοινοβούλιο (ΕΚ, Στρασβούργο)
en European Parliament (EP, Strasbourg)
fr Parlement européen (PE, Strasbourg)
ga Parlaimint na hEorpa (Strasbourg)
it Parlamento europeo (PE, Strasburgo)
lv Eiropas Parlaments (EP, Strasbūra)
lt Europos Parlamentas (EP, Strasbūras)
hu Európai Parlament (EP, Strasbourg)
mt il-Parlament Ewropew (PE, Strażburgu)
nl Europees Parlement (EP, Straatsburg)
pl Parlament Europejski (PE, Strasburg)
pt Parlamento Europeu (PE, Estrasburgo)
ro Parlamentul European (PE, Strasbourg)
sk Európsky parlament (EP, Štrasburg)
sl Evropski parlament (EP, Strasbourg)
fi Euroopan parlamentti (EP, Strasbourg)
sv Europaparlamentet (EP, Strasbourg)

European Personnel Selection Office

bg Европейска служба за подбор на персонал (EPSO, Брюксел)
es Oficina Europea de Selección de Personal (EPSO, Bruselas)
cs Evropský úřad pro výběr personálu (EPSO, Brusel)
da Det Europæiske Personaleudvælgelseskontor (EPSO, Bruxelles)
de Europäisches Amt für Personalauswahl (EPSO, Brüssel)
et Euroopa Personalivaliku Amet (EPSO, Brüssel)
el Ευρωπαϊκή Υπηρεσία Επιλογής Προσωπικού (EPSO, Βρυξέλλες)
en European Personnel Selection Office (EPSO, Brussels)
fr Office européen de sélection du personnel (EPSO, Bruxelles)
ga An Oifig Eorpach um Roghnú Foirne (EPSO, An Bhruiséil)
it Ufficio europeo di selezione del personale (EPSO, Bruxelles)
lv Eiropas Personāla atlases birojs (*EPSO*, Brisele)
lt Europos personalo atrankos tarnyba (EPSO, Briuselis)
hu Európai Személyzeti Felvételi Hivatal (EPSO, Brüsszel)
mt l-Uffiċċju Ewropew għas-Selezzjoni tal-Persunal (EPSO, Brussell)
nl Europees Bureau voor personeelsselectie (EPSO, Brussel)
pl Europejski Urząd Doboru Kadr (EPSO, Bruksela)
pt Serviço Europeu de Selecção do Pessoal (EPSO, Bruxelas)
ro Oficiul European pentru Selecția Personalului (EPSO, Bruxelles)
sk Európsky úrad pre výber pracovníkov (EPSO, Brusel)
sl Evropski urad za izbor osebja (EPSO, Bruselj)
fi Euroopan henkilöstövalintatoimisto (EPSO, Bryssel)
sv Europeiska rekryteringsbyrån (Epso, Bryssel)

European Police College

bg Европейски полицейски колеж (СЕПОЛ, Брамсхил)
es Escuela Europea de Policía (CEPOL, Bramshill)
cs Evropská policejní akademie (CEPOL, Bramshill)
da Det Europæiske Politiakademi (Cepol, Bramshill)
de Europäische Polizeiakademie (CEPOL, Bramshill)
et Euroopa Politseikolledž (CEPOL, Bramshill)
el Ευρωπαϊκή Αστυνομική Ακαδημία (CEPOL, Μπράμσχιλ)
en European Police College (CEPOL, Bramshill)
fr Collège européen de police (CEPOL, Bramshill)
ga Coláiste Póilíneachta na hEorpa (CEPOL, Bramshill)
it Accademia europea di polizia (CEPOL, Bramshill)
lv Eiropas Policijas akadēmija (*CEPOL,* Bremshila)
lt Europos policijos kolegija koledžas (CEPOL, Bramshill)
hu Európai Rendőrakadémia (CEPOL, Bramshill)
mt il-Kulleġġ Ewropew tal-Pulizija (CEPOL, Bramshill)
nl Europese Politieacademie (CEPOL, Bramshill)
pl Europejskie Kolegium Policyjne (CEPOL, Bramshill)
pt Academia Europeia de Polícia (CEPOL, Bramshill)
ro Colegiul European de Poliție (CEPOL, Bramshill)
sk Európska policajná akadémia (CEPOL, Bramshill)
sl Evropska policijska akademija (CEPOL, Bramshill)
fi Euroopan poliisiakatemia (CEPOL, Bramshill)
sv Europeiska polisakademin (Cepol, Bramshill)

European Police Office (Europol)

bg Европейска полицейска служба (Европол, Хага)
es Oficina Europea de Policía (Europol, La Haya)
cs Evropský policejní úřad (Europol, Haag)
da Den Europæiske Politienhed (Europol, Haag)
de Europäisches Polizeiamt (Europol, Den Haag)
et Euroopa Politseiamet (Europol, Haag)
el Ευρωπαϊκή Αστυνομική Υπηρεσία (Ευρωπόλ, Χάγη)
en European Police Office (Europol, The Hague)
fr Office européen de police (Europol, La Haye)
ga An Oifig Eorpach Póilíní (Europol, An Háig)
it Ufficio europeo di polizia (Europol, L'Aia)
lv Eiropas Policijas birojs (*Europol,* Hāga)
lt Europos policijos biuras (Europolas, Haga)
hu Európai Rendőrségi Hivatal (Europol, Hága)
mt l-Uffiċċju Ewropew tal-Pulizija (Europol, L-Aja)
nl Europese Politiedienst (Europol, Den Haag)
pl Europejski Urząd Policji (Europol, Haga)
pt Serviço Europeu de Polícia (Europol, Haia)
ro Oficiul European de Poliție (Europol, Haga)
sk Európsky policajný úrad (Europol, Haag)
sl Evropski policijski urad (Europol, Haag)
fi Euroopan poliisivirasto (Europol, Haag)
sv Europeiska polisbyrån (Europol, Haag)

European Railway Agency

bg Европейска железопътна агенция (ERA, Лил-Валенсиен)
es Agencia Ferroviaria Europea (AFE, Lille-Valenciennes)
cs Evropská agentura pro železnice (ERA, Lille-Valenciennes)
da Det Europæiske Jernbaneagentur (ERA, Lille-Valenciennes)
de Europäische Eisenbahnagentur (ERA, Lille-Valenciennes)
et Euroopa Raudteeagentuur (ERA, Lille-Valenciennes)
el Ευρωπαϊκός Οργανισμός Σιδηροδρόμων (ERA, Λίλλη-Βαλανσιέν)
en European Railway Agency (ERA, Lille-Valenciennes)
fr Agence ferroviaire européenne (AFE, Lille-Valenciennes)
ga An Ghníomhaireacht Eorpach Iarnróid (GEI, Lille-Valenciennes)
it Agenzia ferroviaria europea (AFE, Lille-Valenciennes)
lv Eiropas Dzelzceļa aģentūra (*ERA,* Lille-Valansjēna)
lt Europos geležinkelių agentūra (ERA, Lille-Valenciennes)
hu Európai Vasúti Ügynökség (ERA, Lille/Valenciennes)
mt l-Aġenzija Ferrovjarja Ewropea (AFE, Lille-Valenciennes)
nl Europees Spoorwegbureau (ESB, Lille-Valenciennes)
pl Europejska Agencja Kolejowa (ERA, Lille, Valenciennes)
pt Agência Ferroviária Europeia (AFE, Lille-Valenciennes)
ro Agenția Europeană a Căilor Ferate (AEF, Lille-Valenciennes)
sk Európska železničná agentúra (ERA, Lille-Valenciennes)
sl Evropska železniška agencija (ERA, Lille-Valenciennes)
fi Euroopan rautatievirasto (ERA, Lille-Valenciennes)
sv Europeiska järnvägsbyrån (ERA, Lille-Valenciennes)

European Research Council Executive Agency

bg Изпълнителна агенция на Европейския съвет за научни изследвания (ERCEA, Брюксел)
es Agencia Ejecutiva del Consejo Europeo de Investigación (ERCEA, Bruselas)
cs Výkonná agentura Evropské rady pro výzkum (ERCEA, Brusel)
da Forvaltningsorganet for Det Europæiske Forskningsråd (ERCEA, Bruxelles)
de Exekutivagentur des Europäischen Forschungsrats (ERCEA, Brüssel)
et Euroopa Teadusnõukogu rakendusamet (ERCEA, Brüssel)
el Εκτελεστικός Οργανισμός του Ευρωπαϊκού Συμβουλίου Έρευνας (ERCEA, Βρυξέλλες)
en European Research Council Executive Agency (ERCEA, Brussels)
fr Agence exécutive du Conseil européen de la recherche (ERCEA, Bruxelles)
ga Gníomhaireacht Feidhmiúcháin do Chomhairle Eorpach an Taighde (ERCEA, An Bhruiséil)
it Agenzia esecutiva del Consiglio europeo della ricerca (ERCEA, Bruxelles)
lv Eiropas Pētniecības padomes izpildaģentūra (*ERCEA,* Brisele)
lt Europos mokslinių tyrimų tarybos vykdomoji įstaiga (ERCEA, Briuselis)
hu Az Európai Kutatási Tanács Végrehajtó Ügynöksége (ERCEA, Brüsszel)
mt l-Aġenzija Eżekuttiva tal-Kunsill Ewropew għar-Riċerka (ERCEA, Brussell)
nl Uitvoerend Agentschap Europese Onderzoeksraad (ERCEA, Brussel)
pl Agencja Wykonawcza Europejskiej Rady ds. Badań Naukowych (ERCEA, Bruksela)
pt Agência Executiva do Conselho Europeu de Investigação (ERCEA, Bruxelas)
ro Agenția Executivă a Consiliului European pentru Cercetare (ERCEA, Bruxelles)
sk Výkonná agentúra Európskej rady pre výskum (ERCEA, Brusel)
sl Izvajalska agencija Evropskega raziskovalnega sveta (ERCEA, Bruselj)
fi Euroopan tutkimusneuvoston toimeenpanovirasto (ERCEA, Bryssel)
sv genomförandeorganet för Europeiska forskningsrådet (ERCEA, Bryssel)

European Training Foundation

bg Европейска фондация за обучение (ETF, Торино)
es Fundación Europea de Formación (ETF, Turín)
cs Evropská nadace odborného vzdělávání (ETF, Turín)
da Det Europæiske Erhvervsuddannelsesinstitut (ETF, Torino)
de Europäische Stiftung für Berufsbildung (ETF, Turin)
et Euroopa Koolitusfond (ETF, Torino)
el Ευρωπαϊκό Ίδρυμα Επαγγελματικής Εκπαίδευσης (ETF, Τορίνο)
en European Training Foundation (ETF, Torino)
fr Fondation européenne pour la formation (ETF, Turin)
ga An Foras Eorpach Oiliúna (ETF, Torino)
it Fondazione europea per la formazione (ETF, Torino)
lv Eiropas Izglītības fonds (EIF, Turīna)
lt Europos mokymo fondas (ETF, Turinas)
hu Európai Képzési Alapítvány (ETF, Torino)
mt il-Fondazzjoni Ewropea għat-Taħriġ (ETF, Turin)
nl Europese Stichting voor opleiding (ETF, Turijn)
pl Europejska Fundacja Kształcenia (ETF, Turyn)
pt Fundação Europeia para a Formação (ETF, Turim)
ro Fundația Europeană de Formare (ETF, Torino)
sk Európska nadácia pre odborné vzdelávanie (ETF, Turín)
sl Evropska fundacija za usposabljanje (ETF, Torino)
fi Euroopan koulutussäätiö (ETF, Torino)
sv Europeiska yrkesutbildningsstiftelsen (ETF, Turin)

European Union

bg Европейски съюз
es Unión Europea
cs Evropská unie
da Den Europæiske Union
de Europäische Union
et Euroopa Liit
el Ευρωπαϊκή Ένωση
en European Union
fr Union européenne
ga An tAontas Eorpach
it Unione europea
lv Eiropas Savienība
lt Europos Sąjunga
hu Európai Unió
mt l-Unjoni Ewropea
nl Europese Unie
pl Unia Europejska
pt União Europeia
ro Uniunea Europeană
sk Európska únia
sl Evropska unija
fi Euroopan unioni
sv Europeiska unionen

European Union Agency for Fundamental Rights

bg Агенция на Европейския съюз за основните права (FRA, Виена)
es Agencia de los Derechos Fundamentales de la Unión Europea (FRA, Viena)
cs Agentura Evropské unie pro základní práva (FRA, Vídeň)
da Den Europæiske Unions Agentur for Grundlæggende Rettigheder (FRA, Wien)
de Agentur der Europäischen Union für Grundrechte (FRA, Wien)
et Euroopa Liidu Põhiõiguste Amet (FRA, Viin)
el Οργανισμός Θεμελιωδών Δικαιωμάτων της Ευρωπαϊκής Ένωσης (FRA, Βιέννη)
en European Union Agency for Fundamental Rights (FRA, Vienna)
fr Agence des droits fondamentaux de l'Union européenne (FRA, Vienne)
ga Gníomhaireacht an Aontais Eorpaigh um Chearta Bunúsacha (FRA, Vín)
it Agenzia dell'Unione europea per i diritti fondamentali (FRA, Vienna)
lv Eiropas Savienības Pamattiesību aģentūra (*FRA,* Vīne)
lt Europos Sąjungos pagrindinių teisių agentūra (FRA, Viena)
hu Az Európai Unió Alapjogi Ügynöksége (FRA, Bécs)
mt l-Aġenzija tal-Unjoni Ewropea għad-Drittijiet Fundamentali (FRA, Vjenna)
nl Bureau van de Europese Unie voor de grondrechten (FRA, Wenen)
pl Agencja Praw Podstawowych Unii Europejskiej (FRA, Wiedeń)
pt Agência dos Direitos Fundamentais da União Europeia (FRA, Viena)
ro Agenția pentru Drepturi Fundamentale a Uniunii Europene (FRA, Viena)
sk Agentúra Európskej únie pre základné práva (FRA, Viedeň)
sl Agencija Evropske unije za temeljne pravice (FRA, Dunaj)
fi Euroopan unionin perusoikeusvirasto (FRA, Wien)
sv Europeiska unionens byrå för grundläggande rättigheter (FRA, Wien)

European Union Institute for Security Studies

bg Европейски институт за изследване на сигурността (ЕИИС, Париж)
es Instituto de Estudios de Seguridad de la Unión Europea (IESUE, París)
cs Ústav Evropské unie pro studium bezpečnosti (EUISS, Paříž)
da Den Europæiske Unions Institut for Sikkerhedsstudier (EUISS, Paris)
de Institut der Europäischen Union für Sicherheitsstudien (IEUSS, Paris)
et Euroopa Liidu Julgeoleku-uuringute Instituut (EUISS, Pariis)
el Ινστιτούτο Μελετών της Ευρωπαϊκής Ένωσης για Θέματα Ασφάλειας (EUISS, Παρίσι)
en European Union Institute for Security Studies (EUISS, Paris)
fr Institut d'études de sécurité de l'Union européenne (IESUE, Paris)
ga Institiúid an Aontais Eorpaigh do Staidéar Slándála (EUISS, Páras)
it Istituto dell'Unione europea per gli studi sulla sicurezza (IUESS, Parigi)
lv Eiropas Savienības Drošības izpētes institūts (*EUISS,* Parīze)
lt Europos Sąjungos saugumo studijų institutas (ESSSI, Paryžius)
hu Az Európai Unió Biztonságpolitikai Kutatóintézete (EUISS, Párizs)
mt l-Istitut tal-Unjoni Ewropea għall-Istudji dwar is-Sigurtà (EUISS, Pariġi)
nl Instituut voor veiligheidsstudies van de Europese Unie (IVSEU, Parijs)
pl Instytut Unii Europejskiej Studiów nad Bezpieczeństwem (EUISS, Paryż)
pt Instituto de Estudos de Segurança da União Europeia (IESUE, Paris)
ro Institutul pentru Studii de Securitate al Uniunii Europene (ISSUE, Paris)
sk Inštitút Európskej únie pre bezpečnostné štúdie (EUISS, Paríž)
sl Inštitut Evropske unije za varnostne študije (ISS, Paris)
fi Euroopan unionin turvallisuusalan tutkimuslaitos (EUTT, Pariisi)
sv Europeiska unionens institut för säkerhetsstudier (EUISS, Paris)

European Union Satellite Centre

bg Сателитен център на Европейския съюз (EUSC, Торехон де Ардос)
es Centro de Satélites de la Unión Europea (CSUE, Torrejón de Ardoz)
cs Satelitní středisko Evropské unie (EUSC, Torrejón de Ardoz)
da EU-Satellitcentret (EUSC, Torrejón de Ardoz)
de Satellitenzentrum der Europäischen Union (EUSC, Torrejón de Ardoz)
et Euroopa Liidu Satelliidikeskus (EUSC, Torrejón de Ardoz)
el Δορυφορικό Κέντρο της Ευρωπαϊκής Ένωσης (EUSC, Τορρεχόν ντε Αρντόθ)
en European Union Satellite Centre (EUSC, Torrejón de Ardoz)
fr Centre satellitaire de l'Union européenne (CSUE, Torrejón de Ardoz)
ga Lárionad Satailíte an Aontais Eorpaigh (EUSC, Torrejón de Ardoz)
it Centro satellitare dell'Unione europea (CSUE, Torrejón de Ardoz)
lv Eiropas Savienības Satelītcentrs (*EUSC,* Torehona de Ardosa)
lt Europos Sąjungos palydovų centras (EUSC, Torechon de Ardosas)
hu Az Európai Unió Műholdközpontja (EUSC, Torrejón de Ardoz)
mt iċ-Ċentru Satellitari tal-Unjoni Ewropea (EUSC, Torrejón de Ardoz)
nl Satellietcentrum van de Europese Unie (SCEU, Torrejón de Ardoz)
pl Centrum Satelitarne Unii Europejskiej (CSUE, Torrejón de Ardoz)
pt Centro de Satélites da União Europeia (CSUE, Torrejón de Ardoz)
ro Centrul Satelitar al Uniunii Europene (CSUE, Torrejón de Ardoz)
sk Satelitné stredisko Európskej únie (EUSC, Torrejón de Ardoz)
sl Satelitski center Evropske unije (EUSC, Torrejón de Ardoz)
fi Euroopan unionin satelliittikeskus (EUSK, Torrejón de Ardoz)
sv Europeiska unionens satellitcentrum (EUSC, Torrejón de Ardoz)

Executive Agency for Competitiveness and Innovation

bg Изпълнителна агенция за конкурентоспособност и иновации (EACI, Брюксел)
es Agencia Ejecutiva de Competitividad e Innovación (EACI, Bruselas)
cs Výkonná agentura pro konkurenceschopnost a inovace (EACI, Brusel)
da Forvaltningsorganet for Konkurrenceevne og Innovation (EACI, Bruxelles)
de Exekutivagentur für Wettbewerbsfähigkeit und Innovation (EACI, Brüssel)
et Konkurentsivõime ja Uuendustegevuse Täitevasutus (EACI, Brüssel)
el Εκτελεστικός Οργανισμός για την Ανταγωνιστικότητα και την Καινοτομία (EACI, Βρυξέλλες)
en Executive Agency for Competitiveness and Innovation (EACI, Brussels)
fr Agence exécutive pour la compétitivité et l'innovation (EACI, Bruxelles)
ga An Ghníomhaireacht Feidhmiúcháin um Iomaíochas agus Nuálaíocht (EACI, An Bhruiséil)
it Agenzia esecutiva per la competitività e l'innovazione (EACI, Bruxelles)
lv Konkurētspējas un jauninājumu izpildaģentūra (*EACI,* Brisele)
lt Konkurencingumo ir inovacijų vykdomoji įstaiga (EACI, Briuselis)
hu Versenyképességi és Innovációs Végrehajtó Ügynökség (EACI, Brüsszel)
mt l-Aġenzija Eżekuttiva għall-Kompetittività u l-Innovazzjoni (EACI, Brussell)
nl Uitvoerend Agentschap voor concurrentievermogen en innovatie (EACI, Brussel)
pl Agencja Wykonawcza ds. Konkurencyjności i Innowacyjności (EACI, Bruksela)
pt Agência de Execução para a Competitividade e a Inovação (EACI, Bruxelas)
ro Agenția Executivă pentru Competitivitate şi Inovare (EACI, Bruxelles)
sk Výkonný orgán pre konkurencieschopnosť a inovácie (EACI, Brusel)
sl Izvajalska agencija za konkurenčnost in inovativnost (EACI, Bruselj)
fi kilpailukyvyn ja innovoinnin toimeenpanovirasto (EACI, Bryssel)
sv Genomförandeorganet för konkurrenskraft och innovation (EACI, Bryssel)

Executive Agency for Health and Consumers

bg Изпълнителна агенция за здравеопазване и въпроси, свързани с потребителите (EAHC, Люксембург)
es Agencia Ejecutiva de Sanidad y Consumo (EAHC, Luxemburgo)
cs Výkonná agentura pro zdraví a spotřebitele (EAHC, Lucemburk)
da Forvaltningsorganet for Sundhed og Forbrugere (EAHC, Luxembourg)
de Exekutivagentur für Gesundheit und Verbraucher (EAHC, Luxemburg)
et Tervise- ja Tarbijaküsimuste Rakendusamet (EAHC, Luxembourg)
el Εκτελεστικός Οργανισμός για την Υγεία και τους Καταναλωτές (EAHC, Λουξεμβούργο)
en Executive Agency for Health and Consumers (EAHC, Luxembourg)
fr Agence exécutive pour la santé et les consommateurs (EAHC, Luxembourg)
ga An Ghníomhaireacht Feidhmiúcháin um Shláinte agus Tomhaltóirí (EAHC, Lucsamburg)
it Agenzia esecutiva per la salute e i consumatori (EAHC, Lussemburgo)
lv Veselības un patērētāju izpildaģentūra (*EAHC,* Luksemburga)
lt Sveikatos ir vartotojų reikalų vykdomoji agentūra (EAHC, Liuksemburgas)
hu Egészség- és Fogyasztóügyi Végrehajtó Ügynökség (EAHC, Luxembourg)
mt l-Aġenzija Eżekuttiva għas-Saħħa u l-Konsumaturi (EAHC, il-Lussemburgu)
nl Uitvoerend Agentschap voor gezondheid en consumenten (EAHC, Luxemburg)
pl Agencja Wykonawcza ds. Zdrowia i Konsumentów (EAHC, Luksemburg)
pt Agência de Execução para a Saúde e os Consumidores (EAHC, Luxemburgo)
ro Agenția Executivă pentru Sănătate şi Consumatori (EAHC, Luxemburg)
sk Výkonná agentúra pre zdravie a spotrebiteľov (EAHC, Luxemburg)
sl Izvajalska agencija za zdravje in potrošnike (EAHC, Luxembourg)
fi terveys- ja kuluttaja-asioiden toimeenpanovirasto (EAHC, Luxemburg)
sv Genomförandeorganet för hälso- och konsumentfrågor (EAHC, Luxemburg)

Fusion for Energy Joint Undertaking

bg съвместно предприятие „Fusion for Energy“ (Барселона)
es Empresa Común Fusion for Energy (Barcelona)
cs společný podnik Fusion for Energy (Barcelona)
da fællesforetagendet Fusion for Energy (Barcelona)
de Gemeinsames Unternehmen Fusion for Energy (Barcelona)
et ühisettevõte Fusion for Energy (Barcelona)
el κοινή επιχείρηση Fusion for Energy (Βαρκελώνη)
en Fusion for Energy Joint Undertaking (Barcelona)
fr entreprise commune Fusion for Energy (Barcelone)
ga Comhghnóthas “Fusion for Energy” (Barcelona)
it impresa comune Fusion for Energy (Barcellona)
lv kopuzņēmums “*Fusion for Energy*” (Barselona)
lt bendroji įmonė „Fusion for Energy“ (Barselona)
hu Fusion for Energy közös vállalkozás (Barcelona)
mt l-Impriża Konġunta “Fusion for Energy” (Barcelona)
nl gemeenschappelijke onderneming Fusion for Energy (Barcelona)
pl wspólne przedsięwzięcie „Fusion for Energy” (Barcelona)
pt Empresa Comum Fusion for Energy (Barcelona)
ro întreprinderea comună Fusion for Energy (Barcelona)
sk spoločný podnik Fusion for Energy (Barcelona)
sl Skupno podjetje „Fusion for Energy“ (Barcelona)
fi Fusion for Energy -yhteisyritys (Barcelona)
sv gemensamma företaget Fusion for Energy (Barcelona)

General Court

bg Общ съд (Люксембург)
(до 30.11.2009 г.: Първоинстанционен съд на Европейските общности)

es Tribunal General (Luxemburgo)
(hasta el 30.11.2009: Tribunal de Primera Instancia de las Comunidades Europeas)

cs Tribunál (Lucemburk)
(do 30. 11. 2009: Soud prvního stupně Evropských společenství)

da Retten (Luxembourg)
(til 30.11.2009: De Europæiske Fællesskabers Ret i Første Instans)

de Gericht (Luxemburg)
(bis 30.11.2009: Gericht erster Instanz der Europäischen Gemeinschaften)

et Üldkohus (Luxembourg)
(kuni 30.11.2009: Euroopa Ühenduste Esimese Astme Kohus)

el Γενικό Δικαστήριο (Λουξεμβούργο)
(έως τις 30.11.2009: Πρωτοδικείο των Ευρωπαϊκών Κοινοτήτων)

en General Court (Luxembourg)
(until 30.11.2009: Court of First Instance of the European Communities)

fr Tribunal (Luxembourg)
(jusqu'au 30.11.2009: Tribunal de première instance des Communautés européennes)

ga Cúirt Ghinearálta (Lucsamburg)
(go dtí an 30.11.2009: Cúirt Chéadchéime na gComhphobal Eorpach)

it Tribunale (Lussemburgo)
(fino al 30.11.2009: Tribunale di primo grado delle Comunità europee)

lv Vispārējā tiesa (Luksemburga)
(līdz 30.11.2009.: Eiropas Kopienu Pirmās instances tiesa)

lt Bendrasis Teismas (Liuksemburgas)
(iki 2009 11 30: Europos Bendrijų pirmosios instancijos teismas)

hu Törvényszék (Luxembourg)
(2009. 11. 30-ig: Az Európai Közösségek Elsőfokú Bírósága)

mt il-Qorti Ġenerali (il-Lussemburgu)
(sat-30.11.2009: il-Qorti tal-Prim'Istanza tal-Komunitajiet Ewropej)

nl Gerecht (Luxemburg)
(tot en met 30.11.2009: Gerecht van eerste aanleg van de Europese Gemeenschappen)

pl Sąd (Luksemburg)
(do 30.11.2009: Sąd Pierwszej Instancji Wspólnot Europejskich)

pt Tribunal Geral (Luxemburgo)
(até 30.11.2009: Tribunal de Primeira Instância das Comunidades Europeias)

ro Tribunalul (Luxemburg)
(până la 30.11.2009: Tribunalul de Primă Instanță al Comunităților Europene)

sk Všeobecný súd (Luxemburg)
(do 30. 11. 2009: Súd prvého stupňa Európskych spoločenstiev)

sl Splošno sodišče (Luxembourg)
(do 30. 11. 2009: Sodišče prve stopnje Evropskih skupnosti)

fi unionin yleinen tuomioistuin (Luxemburg)
(alkaen 30.11.2009: Euroopan yhteisöjen ensimmäisen oikeusasteen tuomioistuin)

sv tribunalen (Luxemburg)
(t.o.m. 30.11.2009: Europeiska gemenskapernas förstainstansrätt)

High Representative of the Union for Foreign Affairs and Security Policy

bg Върховен представител на Съюза по въпросите на външните работи и политиката на сигурност (Брюксел)

es Alto Representante de la Unión para Asuntos Exteriores y Política de Seguridad (Bruselas)

cs vysoký představitel Unie pro zahraniční věci a bezpečnostní politiku (Brusel)

da Unionens højtstående repræsentant for udenrigsanliggender og sikkerhedspolitik (Bruxelles)

de Hoher Vertreter der Union für Außen- und Sicherheitspolitik (Brüssel)

et liidu välisasjade ja julgeolekupoliitika kõrge esindaja (Brüssel)

el Ύπατος Εκπρόσωπος της Ένωσης για τις Εξωτερικές Υποθέσεις και την Πολιτική Ασφάλειας (Βρυξέλλες)

en High Representative of the Union for Foreign Affairs and Security Policy (Brussels)

fr haut représentant de l'Union pour les affaires étrangères et la politique de sécurité (Bruxelles)

ga Ardionadaí an Aontais do Ghnóthaí Eachtracha agus don Bheartas Slándála (An Bhruiséil)

it alto rappresentante dell'Unione per gli affari esteri e la politica di sicurezza (Bruxelles)

lv Savienības augstais pārstāvis kopējās ārpolitikas un drošības politikas jomā (Brisele)

lt Sąjungos vyriausiasis įgaliotinis užsienio reikalams ir saugumo politikai (Briuselis)

hu az Unió külügyi és a biztonságpolitikai főképviselője (Brüsszel)

mt ir-Rappreżentant Għoli tal-Unjoni għall-Affarijiet Barranin u l-Politika ta' Sigurtà (Brussell)

nl hoge vertegenwoordiger van de Unie voor buitenlandse zaken en veiligheidsbeleid (Brussel)

pl Wysoki Przedstawiciel Unii do Spraw Zagranicznych i Polityki Bezpieczeństwa (Bruksela)

pt Alto Representante da União para os Negócios Estrangeiros e a Política de Segurança (Bruxelas)

ro Înaltul Reprezentant al Uniunii pentru afaceri externe şi politica de securitate (Bruxelles)

sk Vysoký predstaviteľ Únie pre zahraničné veci a bezpečnostnú politiku (Brusel)

sl visoki predstavnik Unije za zunanje zadeve in varnostno politiko (Bruselj)

fi unionin ulkoasioiden ja turvallisuuspolitiikan korkea edustaja (Bryssel)

sv unionens höga representant för utrikes frågor och säkerhetspolitik (Bryssel)

IMI Joint Undertaking

bg Съвместно предприятие на ИИЛ (Брюксел)

es Empresa Común IMI (Bruselas)

cs Společný podnik IIL (Brusel)

da fællesforetagendet for IMI (Bruxelles)

de Gemeinsames Unternehmen IMI (Brüssel)

et IMI ühisettevõte (Brüssel)

el κοινή επιχείρηση ΠΚΦ (Βρυξέλλες)

en IMI Joint Undertaking (Brussels)

fr entreprise commune IMI (Bruxelles)

ga Comhghnóthas IMI (An Bhruiséil)

it impresa comune IMI (Bruxelles)

lv *IMI* kopuzņēmums (Brisele)

lt Bendroji įmonė NVI (Briuselis)

hu IMI közös vállalkozás (Brüsszel)

mt l-Impriża Konġunta għall-IMI (Brussell)

nl gemeenschappelijke onderneming IMI (Brussel)

pl wspólne przedsiębiorstwo IMI (Bruksela)

pt Empresa Comum IMI (Bruxelas)

ro întreprinderea comună IMI (Bruxelles)

sk spoločný podnik IIL (Brusel)

sl skupno podjetje IMI (Bruselj)

fi IMI-yhteisyritys (Bryssel)

sv gemensamma företaget IMI (Bryssel)

Office for Harmonization in the Internal Market (Trade Marks and Designs)

bg Служба за хармонизация във вътрешния пазар (марки и дизайни) (OHIM, Аликанте)

es Oficina de Armonización del Mercado Interior (Marcas, Dibujos y Modelos) (OAMI, Alicante)

cs Úřad pro harmonizaci na vnitřním trhu (ochranné známky a průmyslové vzory) (OHIM, Alicante)

da Kontoret for Harmonisering i det Indre Marked (Varemærker og Design) (KHIM, Alicante)

de Harmonisierungsamt für den Binnenmarkt (Marken, Muster und Modelle) (HABM, Alicante)

et Siseturu Ühtlustamise Amet (kaubamärgid ja tööstusdisainilahendused) (OHIM, Alicante)

el Γραφείο Εναρμόνισης στην Εσωτερική Αγορά (σήματα, σχέδια και υποδείγματα) (OHIM, Αλικάντε)

en Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM, Alicante)

fr Office de l'harmonisation dans le marché intérieur (marques, dessins et modèles) (OHMI, Alicante)

ga An Oifig um Chomhchuibhiú sa Mhargadh Inmheánach (Trádmharcanna agus Dearaí) (OCMI, Alicante)

it Ufficio per l'armonizzazione nel mercato interno (marchi, disegni e modelli) (UAMI, Alicante)

lv Iekšējā tirgus saskaņošanas birojs (preču zīmes, paraugi un modeļi) (ITSB, Alikante)

lt Vidaus rinkos derinimo tarnyba (prekių ženklams ir pramoniniam dizainui) (VRDT, Alikantė)

hu Belső Piaci Harmonizációs Hivatal (védjegyek és formatervezési minták) (BPHH/OHIM, Alicante)

mt l-Uffiċċju għall-Armonizzazzjoni fis-Suq Intern (Trade Marks u Disinji) (UASI, Alicante)

nl Harmonisatiebureau voor de interne markt (merken, tekeningen en modellen) (HBIM, Alicante)

pl Urząd Harmonizacji Rynku Wewnętrznego (Znaki Towarowe i Wzory) (OHIM, Alicante)

pt Instituto de Harmonização no Mercado Interno (marcas, desenhos e modelos) (IHMI, Alicante)

ro Oficiul pentru Armonizare în cadrul Pieței Interne (Mărci, desene şi modele industriale) (OAPI, Alicante)

sk Úrad pre harmonizáciu vnútorného trhu (ochranné známky a vzory) (OHIM, Alicante)

sl Urad za usklajevanje na notranjem trgu (znamke in modeli) (UUNT, Alicante)

fi sisämarkkinoiden harmonisointivirasto (tavaramerkit ja mallit) (SMHV, Alicante)

sv Kontoret för harmonisering inom den inre marknaden (varumärken och mönster) (KHIM, Alicante)

President of the European Council

bg Председател на Европейския съвет (Брюксел)

es Presidente del Consejo Europeo (Bruselas)

cs předseda Evropské rady (Brusel)

da Formanden for Det Europæiske Råd (Bruxelles)

de Präsident des Europäischen Rates (Brüssel)

et Euroopa Ülemkogu eesistuja (Brüssel)

el Πρόεδρος του Ευρωπαϊκού Συμβουλίου (Βρυξέλλες)

en President of the European Council (Brussels)

fr président du Conseil européen (Bruxelles)

ga Uachtarán na Comhairle Eorpaí (An Bhruiséil)

it presidente del Consiglio europeo (Bruxelles)

lv Eiropadomes priekšsēdētājs (Brisele)

lt Europos Vadovų Tarybos pirmininkas (Briuselis)

hu az Európai Tanács elnöke (Brüsszel)

mt il-President tal-Kunsill Ewropew (Brussell)

nl voorzitter van de Europese Raad (Brussel)

pl Przewodniczący Rady Europejskiej (Bruksela)

pt Presidente do Conselho Europeu (Bruxelas)

ro Preşedintele Consiliului European (Bruxelles)

sk Predseda Európskej rady (Brusel)

sl predsednik Evropskega sveta (Bruselj)

fi Eurooppa-neuvoston puheenjohtaja (Bryssel)

sv Europeiska rådets ordförande (Bryssel)

Publications Office of the European Union

bg Служба за публикации на Европейския съюз (OP, Люксембург)
(до 30.6.2009 г.: Служба за официални публикации на Европейските общности)

es Oficina de Publicaciones de la Unión Europea (OP, Luxemburgo)
(hasta el 30.6.2009: Oficina de Publicaciones Oficiales de las Comunidades Europeas)

cs Úřad pro publikace Evropské unie (OP, Lucemburk)
(do 30. 6. 2009: Úřad pro úřední tisky Evropských společenství)

da Den Europæiske Unions Publikationskontor (OP, Luxembourg)
(til 30.6.2009: Kontoret for De Europæiske Fællesskabers Officielle Publikationer)

de Amt für Veröffentlichungen der Europäischen Union (OP, Luxemburg)
(bis 30.6.2009: Amt für amtliche Veröffentlichungen der Europäischen Gemeinschaften)

et Euroopa Liidu Väljaannete Talitus (OP, Luxembourg)
(kuni 30.6.2009: Euroopa Ühenduste Ametlike Väljaannete Talitus)

el Υπηρεσία Εκδόσεων της Ευρωπαϊκής Ένωσης (OP, Λουξεμβούργο)
(έως τις 30.6.2009: Υπηρεσία Επισήμων Εκδόσεων των Ευρωπαϊκών Κοινοτήτων)

en Publications Office of the European Union (OP, Luxembourg)
(until 30.6.2009: Office for Official Publications of the European Communities)

fr Office des publications de l'Union européenne (OP, Luxembourg)
(jusqu'au 30.6.2009: Office des publications officielles des Communautés européennes)

ga Oifig Foilseachán an Aontais Eorpaigh (OP, Lucsamburg)
(go dtí an 30.6.2009: Oifig Foilseachán Oifigiúil na gComhphobal Eorpach)

it Ufficio delle pubblicazioni dell'Unione europea (OP, Lussemburgo)
(fino al 30.6.2009: Ufficio delle pubblicazioni ufficiali delle Comunità europee)

lv Eiropas Savienības Publikāciju birojs (*OP,* Luksemburga)
(līdz 30.6.2009.: Eiropas Kopienu Oficiālo publikāciju birojs)

lt Europos Sąjungos leidinių biuras (OP, Liuksemburgas)
(iki 2009 6 30: Europos Bendrijų oficialiųjų leidinių biuras)

hu Az Európai Unió Kiadóhivatala (OP, Luxembourg)
(2009. 6. 30-ig: Az Európai Közösségek Hivatalos Kiadványainak Hivatala)

mt l-Uffiċċju tal-Pubblikazzjonijiet tal-Unjoni Ewropea (OP, il-Lussemburgu)
(sal-30.6.2009: l-Uffiċċju tal-Pubblikazzjonijiet Uffiċjali tal-Komunitajiet Ewropej)

nl Bureau voor publicaties van de Europese Unie (OP, Luxemburg)
(tot en met 30.6.2009: Bureau voor officiële publicaties der Europese Gemeenschappen)

pl Urząd Publikacji Unii Europejskiej (OP, Luksemburg)
(do 30.6.2009: Urząd Oficjalnych Publikacji Wspólnot Europejskich)

pt Serviço das Publicações da União Europeia (OP, Luxemburgo)
(até 30.6.2009: Serviço das Publicações Oficiais das Comunidades Europeias)

ro Oficiul pentru Publicații al Uniunii Europene (OP, Luxemburg)
(până la 30.6.2009: Oficiul pentru Publicații Oficiale ale Comunităților Europene)

sk Úrad pre vydávanie publikácií Európskej únie (OP, Luxemburg)
(do 30. 6. 2009: Úrad pre vydávanie úradných publikácií Európskych spoločenstiev)

sl Urad za publikacije Evropske unije (OP, Luxembourg)
(do 30. 6. 2009: Urad za uradne publikacije Evropskih skupnosti)

fi Euroopan unionin julkaisutoimisto (OP, Luxemburg)
(30.6.2009 asti Euroopan yhteisöjen virallisten julkaisujen toimisto)

sv Europeiska unionens publikationsbyrå (OP, Luxemburg)
(t.o.m. 30.6.2009: Byrån för Europeiska gemenskapernas officiella publikationer)

Research Executive Agency

bg Изпълнителна агенция за научни изследвания (REA, Брюксел)
es Agencia Ejecutiva de Investigación (REA, Bruselas)
cs Výkonná agentura pro výzkum (REA, Brusel)
da Forvaltningsorganet for Forskning (REA, Bruxelles)
de Exekutivagentur für die Forschung (REA, Brüssel)
et Teadusuuringute Rakendusamet (REA, Brüssel)
el Εκτελεστικός Οργανισμός Έρευνας (REA, Βρυξέλλες)
en Research Executive Agency (REA, Brussels)
fr Agence exécutive pour la recherche (REA, Bruxelles)
ga Gníomhaireacht Feidhmiúcháin an Taighde (REA, An Bhruiséil)
it Agenzia esecutiva per la ricerca (REA, Bruxelles)
lv Pētniecības izpildaģentūra (*REA,* Brisele)
lt Mokslinių tyrimų vykdomoji įstaiga (REA, Briuselis)
hu Kutatási Végrehajtó Ügynökség (REA, Brüsszel)
mt l-Aġenzija Eżekuttiva għar-Riċerka (REA, Brussell)
nl Uitvoerend Agentschap Onderzoek (REA, Brussel)
pl Agencja Wykonawcza ds. Badań Naukowych (REA, Bruksela)
pt Agência de Execução para a Investigação (REA, Bruxelas)
ro Agenția Executivă pentru Cercetare (REA, Bruxelles)
sk Výkonná agentúra pre výskum (REA, Brusel)
sl Izvajalska agencija za raziskave (REA, Bruselj)
fi tutkimuksen toimeenpanovirasto (REA, Bryssel)
sv genomförandeorganet för forskning (REA, Bryssel)

SESAR Joint Undertaking

bg Съвместно пред-приятие SESAR (Брюксел)
es Empresa Común SESAR (Bruselas)
cs společný podnik SESAR (Brusel)
da SESAR-fællesforetagendet (Bruxelles)
de gemeinsames Unternehmen SESAR (Brüssel)
et ühisettevõte SESAR (Brüssel)
el Κοινή Επιχείρηση SESAR (Βρυξέλλες)
en SESAR Joint Undertaking (Brussels)
fr entreprise commune SESAR (Bruxelles)
ga Comhghnóthas SESAR (An Bhruiséil)
it impresa comune SESAR (Bruxelles)
lv *SESAR* Kopuzņēmums (Brisele)
lt SESAR bendra įmonė (Briuselis)
hu SESAR közös vállalkozás (Brüsszel)
mt l-Impriża Konġunta SESAR (Brussell)
nl gemeenschappelijke onderneming SESAR (Brussel)
pl wspólne przedsięwzięcie SESAR (Bruksela)
pt Empresa Comum SESAR (Bruxelas)
ro întreprinderea comună SESAR (Bruxelles)
sk spoločný podnik SESAR (Brusel)
sl Skupno podjetje SESAR (Bruselj)
fi SESAR-yhteisyritys (Bryssel)
sv Gemensamma Sesar-företaget (Bryssel)

Trans-European Transport Network Executive Agency

bg Изпълнителна агенция за трансевропейската транспортна мрежа (TEN-T EA, Брюксел)
es Agencia Ejecutiva de la Red Transeuropea de Transporte (TEN-T EA, Bruselas)
cs Výkonná agentura pro transevropskou dopravní síť (TEN-T EA, Brusel)
da Forvaltningsorganet for Det Transeuropæiske Transportnet (TEN-T EA, Bruxelles)
de Exekutivagentur für das transeuropäische Verkehrsnetz (TEN-T EA, Brüssel)
et Üleeuroopalise Transpordivõrgu Rakendusamet (TEN-T EA, Brüssel)
el Εκτελεστικός Οργανισμός του Διευρωπαϊκού Δικτύου Μεταφορών (TEN-T EA, Βρυξέλλες)
en Trans-European Transport Network Executive Agency (TEN-T EA, Brussels)
fr Agence exécutive du réseau transeuropéen de transport (TEN-T EA, Bruxelles)
ga Gníomhaireacht Feidhmiúcháin an Líonra Iompair Tras-Eorpach (TEN-T EA, An Bhruiséil)
it Agenzia esecutiva per la rete transeuropea di trasporto (TEN-T EA, Bruxelles)
lv Eiropas Transporta tīklu izpildaģentūra (*TEN-T EA,* Brisele)
lt Transeuropinio transporto tinklo vykdomoji agentūra (TEN-T EA, Briuselis)
hu A Transzeurópai Közlekedési Hálózat Végrehajtó Ügynöksége (TEN-T EA, Brüsszel)
mt l-Aġenzija Eżekuttiva għan-Netwerk Trans-Ewropew tat-Trasport (TEN-T EA, Brussell)
nl Uitvoerend Agentschap voor het trans-Europees vervoersnetwerk (TEN-T EA, Brussel)
pl Agencja Wykonawcza ds. Transeuropejskiej Sieci Transportowej (TEN-T EA, Bruksela)
pt Agência de Execução da Rede Transeuropeia de Transportes (TEN-T EA, Bruxelas)
ro Agenția Executivă pentru Rețeaua Transeuropeană de Transport (TEN-T EA, Bruxelles)
sk Výkonná agentúra pre transeurópsku dopravnú sieť (TEN-T EA, Brusel)
sl Izvajalska agencija za vseevropsko prometno omrežje (TEN-T EA, Bruselj)
fi Euroopan laajuisen liikenneverkon toimeenpanovirasto (TEN-T EA, Bryssel)
sv Genomförandeorgan för det transeuropeiska transportnätet (TEN-T EA, Bryssel)

Translation Centre for the Bodies of the European Union

bg Център за преводи за органите на Европейския съюз (CdT, Люксембург)
es Centro de Traducción de los Órganos de la Unión Europea (CDT, Luxemburgo)
cs Překladatelské středisko pro instituce Evropské unie (CdT, Lucemburk)
da Oversættelsescentret for Den Europæiske Unions Organer (CdT, Luxembourg)
de Übersetzungszentrum für die Einrichtungen der Europäischen Union (CdT, Luxemburg)
et Euroopa Liidu Asutuste Tõlkekeskus (CdT, Luxembourg)
el Μεταφραστικό Κέντρο των Οργάνων της Ευρωπαϊκής Ένωσης (CdT, Λουξεμβούργο)
en Translation Centre for the Bodies of the European Union (CdT, Luxembourg)
fr Centre de traduction des organes de l'Union européenne (CdT, Luxembourg)
ga Ionad Aistriúcháin Chomhlachtaí an Aontais Eorpaigh (CdT, Lucsamburg)
it Centro di traduzione degli organismi dell'Unione europea (CdT, Lussemburgo)
lv Eiropas Savienības iestāžu Tulkošanas centrs (*CdT,* Luksemburga)
lt Europos Sąjungos įstaigų vertimo centras (*CdT,* Liuksemburgas)
hu Az Európai Unió Szerveinek Fordítóközpontja (CdT, Luxembourg)
mt iċ-Ċentru tat-Traduzzjoni għall-Korpi tal-Unjoni Ewropea (CdT, il-Lussemburgu)
nl Vertaalbureau voor de organen van de Europese Unie (CdT, Luxemburg)
pl Centrum Tłumaczeń dla Organów Unii Europejskiej (CdT, Luksemburg)
pt Centro de Tradução dos Organismos da União Europeia (CdT, Luxemburgo)
ro Centrul de Traduceri pentru Organismele Uniunii Europene (CdT, Luxemburg)
sk Prekladateľské stredisko pre orgány Európskej únie (CdT, Luxemburg)
sl Prevajalski center za organe Evropske unije (CdT, Luxembourg)
fi Euroopan unionin elinten käännöskeskus (Luxemburg)
sv Översättningscentrum för Europeiska unionens organ (Luxemburg)

Annex C

Miscellaneous

You will find below a list of specific points, in alphabetical order, which are either problematic or subject to a particular convention. (NB: There is no Annex B in the English version of the style guide.)

CES/CESE	see ESC/EESC
COM	COM: see documents
documents	References to COM, SEC and ESC/EESC documents should be presented as follows: COM(97) 558 final of 7 November 1997 COM(2002) 558 final of 7 November 2002 SEC(97) 558 final of 7 November 1997 SEC(2002) 558 final of 7 November 2002 CES(97) 558 final of 7 November 1997 CES(1998) 558 final of 7 November 1998 CESE(2003) 558 final of 7 November 2003 (See also ESC/EESC) NB: The reference year contains four digits from 1998.
ESC/EESC	EESC is the only abbreviation which should be used for the European Economic and Social Committee (title changed according to an EESC internal regulation adopted in July 2002). *Exception:* For document references, use the French abbreviation CES until 2002 and CESE from 2003, e.g. CES(97) 197, CES(1998) 210, CESE(2003) 510
paper sizes	the standardised formats currently used are: — A4: 21 × 29.7 cm; — B5: 17.6 × 25 cm; — C5: 16.2 × 22.9 cm; — A5: 14.8 × 21 cm; — A6: 10.5 × 14.8 cm. POINT SIZE/HEIGHT OF CAPITALS IN MM C 6 = 1.50 C 10 = 2.50 C 14 = 3.50 C 18 = 4.50 C 24 = 6.00 C 7 = 1.75 C 11 = 2.75 C 15 = 3.75 C 19 = 4,75 C 26 = 6.50 C 8 = 2.00 C 12 = 3.00 C 16 = 4.00 C 20 = 5.00 C 28 = 7.00 C 9 = 2.25 C 13 = 3.25 C 17 = 4.25 C 22 = 5.50
Presidency	Do not use the expression ‘European Union Presidency’, as it is legally incorrect. Use ‘Council (of the European Union) Presidency’ or ‘(European) Council Presidency’, depending on which Council is meant. NB: In order to accurately quote a speech, ‘European Union Presidency’ is acceptable if the speaker has used that expression, intentionally or not.
SEC	SEC: see documents

Index

A

abbreviations, Preamble, 1.2.2, 1.2.3, 2.1, 3.2.1, 3.5.2, 5.4, 5.5.4, 10.1.1, 10.5, **10.7**, 10.8, **A3**
- alphabetical list, **A4**
- countries, 3.4.3, 7.1, **A5**
- currencies, 3.4.5, 7.3, **A5**
- euro, 7.3.1, 7.3.3
- institutions and bodies, Preamble, 3.4.2, 9.5.1
- languages, Preamble, 3.4.4, 7.2.1, A8
- Latin, 10.6

acronyms, Preamble, 5.4, **10.7**
- alphabetical list, **A4**

acts, *see* legislative acts
addresses
- electronic, 9.2
- postal, 9.1

adjectives
- of countries, **A5**
- of nationality, **A5**

agencies (decentralised organisations), 9.5.3
- emblems, A2
- ISBN, 4.4.1
- multilingual list, A9
- *see also* Euratom agencies and bodies *and* executive agencies

alphabetical order
- agencies, 9.5.3
- country listing, 7.1.1, 7.1.2
- indexes, 5.5.5
- languages, 7.2.1, 7.2.2

annexes, 2.6, 2.7, 3.2.2(e), 3.2.3(5), 3.3(5)
apostrophe, 10.1.13
artwork, *see* models
assent (Council), 1.3.2
asterisk (in footnotes), 4.2.3, 8
author code, 4.4.1
author's corrections, 4.1.3
author's rights, 5.11
author services, Preamble

B

barcode, 4.4.1, 5.1.1
bibliographies, *see* references
billion, 6.5, 10.5
black and white
- photographs, 5.11

blank page, 4.2.4, 5.1.1, 5.5.1
bold-face type, 4.2.2, 5.8
box headings, 5.12
brackets (round), *see* parentheses
brackets (square), 10.1.5
bullets, 5.6, 5.7

C

calendar years, 10.1.9
calendered paper, 5.11
calls for tenders, 1.1(c), 1.3.3
camera-ready documents, 4.2.4
capital cities (list), A5
capital letters, 2.2, **10.4**, 10.7
- in listings, 5.6, 5.7
- in titles, 4.2.3
- numbering, 5.6

captions (illustrations), 5.11
cases, 1.3.2, 5.9(c)
catalogue number, 4.1.1, 4.1.2, **4.4.4**, 5.1.1

cataloguing data, 5.3.1, **5.4**
CELEX, Preamble
chronological order, indexes, 5.5.5
citations, 2.2(a), 2.7, 3.2.1, 3.2.2(b), 3.4, **5.5.4**, 5.10
civil titles, **A3**
classification number, 5.1.1
coedition, 4.4.1
collections, 4.3.2
- monographic, 4.3.3

collective ISBN, 4.4.1
collective title, 4.3.2
colon, 2.7, 3.5.1, 5.7, 10.1.3
colophon, 5.1.1
colour, 5.11
- graphics guide (European flag), **A1**
- on covers, 5.1.2
- photographs, 5.11

comma, 2.2, 3.2.1, 3.2.3, 3.5.1, 5.7, 10.1.7
- decimal, **6.5**, 10.8

Commission
- directorates-general, 9.6
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

Committee of the Regions
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

committees, 3
common foreign and security policy (CFSP), 1.2.1, 1.2.2, 1.2.3(b)(d)
common market, 10.8
common position, 1.3.2, 1.3.3
- *see also* positions at first reading

compass points, 10.4
contents, 1.2.3, 1.3.3, 4.1.2, 4.1.3(b), 4.2.3, 5.1.1(a), **5.5.3**
continuing resources, 4.3, **4.3.2**, 4.4, 4.4.1, 4.4.2
- ongoing integrated resources, 4.3.2

contractions, 10.7, A3
Conventions signed between Member States (CMS), 1.2.2
copyright, 4.1.2, **5.3.2**, **5.11**
- agencies, 5.3.2(a)
- institutions and bodies, 5.3.2
- note on the year, 5.3.2(b)

costs, 4.1.3(b), 4.2.1
Council
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

countries, 3.4.3, **7.1**
- candidate or acceding countries, 7.1.1(b)
- list, **A5**

Court of Auditors
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

Court of Justice and General Court
- cases, 1.3.2, 5.9(c)
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

cover, 4.1.2, 5.1
- catalogue number, 4.4.4
- components, 5.1.1

currencies, 3.4.5, **7.3**
- candidate or acceding countries, 7.3.2(a), A7
- euro, **7.3.1**, 7.3.2, 7.3.3
- ISO codes, 7.3.2, A5
- list, **A5**

D

dash, **10.1.7**
- in manuscript, 3.5.1, 4.2.3
- subdivisions, 2.3(a), 2.7, 5.6, 5.7

dates, 1.2.2, 2.5, 3.2.2, 3.4.1, 3.7, **10.5**
decimals, 4.2.3, **6.5**, 10.5, 10.8
decisions, 1.2.1, 1.2.3, 2.3(b)
- CFSP, 1.2.1, 1.2.3(b)(d)
- EEA/EFTA, 1.2.3(c), 1.3.2, 1.3.3
- European Parliament and Council, 1.2.1, 1.2.2, 1.2.3

dedication, 5.5.1
definitions, 3.6
digital object identifier, *see* DOI
directives, 1.2.1, 1.2.3, 2.3(b)
- European Parliament and Council, 1.2.3

directorate-general, 5.1.1, 5.3.1, 10.4
- Commission, 9.6

divisions of text, 5.6
DOI, 4.1.1, 4.1.2, 4.4, **4.4.2**, 4.4.3
drawings, line, 5.11

E

EAN (European article numbering), 4.4.1
e-mail, 9.2
ecu, 7.3.1
EEA/EFTA, 1.2.3(c), 1.3.3
electronic addresses, 9.2
ellipsis, 5.10, 10.1.8
emblems, 5.1.1, **A2**
- covers, 5.1.1
- European emblem, A1

emphasis, 5.8
enumeration, page layout, 4.2.4
EU/EC/EEC, 1.2.2, 1.2.3, 3.4.1
EUR-Lex, Preamble
Euratom agencies and bodies, 9.5.5
euro, **7.3.1**, 7.3.2, 7.3.3
European Central Bank
- emblem, A2
- publications, Preamble, 1.2.1, 1.2.2, 1.2.3
- title, 9.5.1
- *see also* institutions and bodies

European Data Protection Supervisor
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

European Development Fund notices, Preamble, 1.1(c)
European Economic and Social Committee
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

European Investment Bank
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

executive agencies, 9.5.4
- emblems, A2

exclamation mark, 10.1.12

F

fabrication, *see* print production
figures, 2.2(b), 4.2.3, 6.5, **10.5**
- writing, 4.2.3, 7.3.1, 7.3.3

fixed space (protected), 4.2.3, 6.4
folio, 4.2.3
footnotes, 2.2(a), 3.1, 3.2.1, 3.2.2, 3.2.4, 4.1.3(a), 5.9, 5.12, 6.4, **8**
- number, 4.2.3

foreign words, 10.6
foreword, 5.5.2
format, 5.4, C
formatting (electronic), 4.2.2, 4.2.3
four-colour process, A1
full stop, 2.2(b), 3.3, 4.2.3, 5.7, 8.2, **10.1.1**, 10.5, 10.7, 10.8

G

Gaelic/Irish, Preamble, 3, 7.2.4
graphic designers, 4.1.2(a)
graphics, 4.2.3
graphs, 5.5.3, 5.11

H

headings, 5.6, 5.12, 10.1.3
- levels, 4.2.2
- styles, 4.2.3
- *see also* title, running

hyphen, 4.2.3, 10.1.7, **10.1.10**, 10.8

I

identifiers, 4, **4.4**, 4.4.1, 4.4.3, 4.4.4
illustrations, 4.2.3, 5.4, **5.11**
- copyright/reproduction rights, 5.11

indent, 2.2(b), 2.3(a), 2.7, 3.3, 4.2.4
index, 4.1.3(b), **5.5.5**
institutions and bodies
- author services, Preamble
- emblems, A2
- ISBN, 4.4.1
- listing order, 9.5.1
- multilingual list, A9
- official titles, 9.5.1
- *see also* agencies *and* interinstitutional services

integrated/ing resources, 4.4.1, 4.4.2
interference effects, 10.3.2
interinstitutional services, 9.5.2, 9.6
- emblems, A2
- multilingual list, A9

Internet addresses, 9.2
introduction, 5.5.2
introductory phrase, 2.7, 3.5.1, 5.7
inverted commas, *see* quotation marks
Irish/Gaelic, Preamble, 3, 7.2.4
ISBD, 4.3
ISBN, 4.1.1, 4.1.2, 4.3, 4.3.1, 4.3.3, 4.4, **4.4.1**, 4.4.2, 4.4.3, 5.1.1, 5.3.1, 5.4
- barcode, 4.4.1
- collective ISBN, 4.4.1

ISO codes
- countries, 7.1.1, 7.1.2(a), **A5**, **A6**
- currencies, 7.3.1, 7.3.2, 7.3.3, **A7**
- languages, 7.2.1, 7.2.3, A8

ISSN, 4.1.1, 4.1.2, 4.3, 4.3.2, 4.3.3, 4.4, **4.4.2**, 4.4.3, 5.1.1(a)
italic, 3.1, 5.8, **10.6**

J

justice and home affairs (JHA), 1.2.2

L

languages, Preamble, 3, 3.4.4, 7.2
- candidate or acceding countries, 7.2.1

Latin
- abbreviations and phrases, 10.6
- scientific names, 10.6

layout, **5**
leaders, 5.5.3
legal notice (author), 5.3.3
legislation, 2, 5.9, 10.4
legislative acts, 2, *see also* Official Journal
legislative drafting, Preamble, 3
Legiswrite, Preamble
listed points, 3.5.1, **5.7**

listing order
- countries, 7.1.1, 7.1.2
- currencies, 7.3.2
- languages, 7.2.1, 7.2.2, 7.2.3
- treaties, 3.4.1

logo, *see* emblems
lower case, 2.1, **10.4**, 10.7
- in listings, 5.6, 5.7
- in titles, 4.2.3

M

manuscript, 4.1.1-4.1.3, 4.2, 6.1-6.3
- camera-ready, 4.2.4
- electronic, 4.2, 6.2
- pagination, 4.1.3(a), 4.2.4
- preparation, 4.1.3, 6.1
- typing, 4.2.3
  - tables, 4.2.3, 5.12

markers, 4.2.2, 4.2.3
markup protocol, 4.2.2, 4.2.3
mathematics, 10.1.12, 10.2.1, 10.3.1
measurement (units of), 10.7, A3
Member States (names), 7.1.1, 7.1.2
metadata, 4.4.1
miscellaneous, 10.4, 10.8
mobile (telephone), 9.3
models, 4.1.2(a)
monographs, 4.3, 4.3.1, 4.3.2, 4.3.3
multilingual publications, 4.2.3, 5.12, 7.2.1, 7.2.3, 9.1.3, 9.1.4, 9.1.5

N

No (number), use of, 1.2.2, 10.5, 10.7
notice number, 1.3.2
notices of invitation to tender, 1.3.3
notices of open competitions, 1.3.2
number
- catalogue, 4.1.1, 4.1.2, 5.1.1
- classification, 5.1.1
- edition, 5.2, 5.5.4
- ISBN, *see* ISBN
- ISSN, *see* ISSN
- of volume, 5.1.1, 5.5.4, 5.5.5
- serial, 3.2.2(c), 5.2
- subject classification, 5.1.1
- telephone, 9.3

numbering
- decimal system, 5.6, *see also* decimals
- of footnotes, 4.2.3, 8
- paragraph, 5.6, 10.8
- special, 1.3.2
- *see also* Official Journal *and* pagination

numbers, 4.2.3, 6.5, 10.5, 10.6, 10.7, 10.8
- ordinal, 10.5, A3
- *see also* decimals

numerals
- Arabic, 2.3(a), 4.2.3, 5.4, 5.7
- Roman, 5.1.1, 5.4, 5.7

O

Official Journal, Preamble, 1-3.7
- footnotes, 3.1, 3.2.4
- general structure, 1.1
- listing of bodies and institutions, Preamble
- numbering of acts and documents, 1.2.2, 1.3.2
- pagination, 3.1
- publication procedure, Preamble
- reference works, Preamble
- references to, 3.1, 5.9

- rules on drafting documents, 3
  - references to the Official Journal, 3.1, 5.9
  - titles and references to acts, 3.2
    - titles, 3.2.1
    - referring to other acts, 3.2.2
    - references to subdivisions of acts, 3.2.3
    - references to amendments to an act, 3.2.4
  - amending articles, 3.3
  - order of citation, 3.4
  - lists, 3.5
  - definition of an expression or of a word, 3.6
  - agreements and protocols, 3.7
- series:
  - L series, 1.2
    - Classification of acts, 1.2.1
    - Numbering of acts, 1.2.2
    - Contents, 1.2.3
  - C series, 1.3
    - Classification of documents, 1.3.1
    - Numbering of documents, 1.3.2
    - Contents, 1.3.3
  - S series, Preamble, 1.1, 3.1
- structure of a legal act, 2
  - title, 2.1
  - citations and recitals (preamble), 2.2
  - articles (enacting terms), 2.3
  - concluding formulas in regulations, 2.4
  - date and signature, 2.5
  - annexes, 2.6
  - subdivisions of acts, 2.7
- treaty, treaties, references to, 3.4.1

Ombudsman
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

open competitions, 1.1(b), 1.3.2
opinions, 1.1(b), 1.3.1, 1.3.3
order to print, 4.1.1, 4.1.2

P

page
- blank, 4.2.4, 5.1.1
- count, 5.4
- layout, 4.2.3
- recto, 4.2.4, 5.4
- specimen, 4.1.2(a)
- title, **5.2**
- title (verso), 5.3
- verso, 4.2.4

pagination, 4.1.3(a), 4.2.4, 5.5.3, 5.7, 10.5
pamflets, 4.1.2(a)
paper (type of paper, note), 5.3.4
paragraph, 2.3(a), 2.7, 3.2.3, 3.3, 4.2.4
parentheses, 1.2.3(a), 1.3.2, 2.1, 2.2(b), 5.6, 5.7, **10.1.4**, 10.1.7
Parliament
- emblem, A2
- title, 9.5.1
- *see also* institutions and bodies

percentages, 10.2.1, 10.5
periodicals, 4.1.1, 4.3.2, 5.1.1, 5.5.4, 5.5.5
- cover, 5.1.1

photographs, 5.11
- colour, 5.11
- positions at first reading, Council, 1.1(b), 1.3.2, 1.3.3

place of publication, 5.3.1, 5.4, 5.5.4
plurals, 10.2.1, 10.3.1
POD, 4.1.1
postal codes, 9.1
preface, 5.5.2
presentation of publications, 4.2.2, 5.4
print production, 4.1.2
proof
- author's corrections, 4.1.3(b)

- correction marks, **6.3**
- reading, 4.1.3, 6.1, 8

proper names, foreign, 10.6
protocol order
- countries, 7.1.1
- institutions and bodies, 9.5.1
- languages, 5.12, 7.2.1
- OJ C series, publications, 1.3.3

publication procedure
- Official Journal, Preamble

publication title, 4.1.2
publication types, 4.3
- *see also* publications

publications
- electronic, 4.4, 4.4.1, 4.4.2
- loose-leaf, 4.4.1
- monographic, 4.4.1, 4.4.2
- online, 4.4.1, 4.4.2
- periodicals, **5.1.1**, 5.5.5
- serial, 4.4, 4.4.2, 5.1.1(a), 5.5.5

Publications Office, 4.1.1, 4.1.2, 4.1.3(b)
- emblem, A2

publisher
- actual, 5.3, 5.4
- formal, 4.4.1, 5.1.1, 5.2, 5.4, 5.5.4
  - emblem, 5.1.1
  - identification number, 4.4

punctuation, 3.5.1, 4.1.3(b), 4.2.3, 6.4, 6.5, 8.2, **10.1**
- in figures, 4.2.3, 6.5
- of listed points, 3.5.1
- word-processing, 6.4
- *see also* specific punctuation marks

Q

question mark, 10.1.11
quotation marks, 3.3, 3.6, 4.2.3, 5.5.4, 5.10, **10.1.6**
quotations, 4.2.3, 4.2.4, **5.10**, 10.6

R

recitals, 2.2, 2.7, 3.2.1, 3.2.2(c), 3.2.2(d)
recommendations 1.1(b), 1.2.1, 1.2.3(b), 1.3.1, 1.3.3, 2.2(a)(2)
recycled paper, 5.3.4
references, 4.1.3(b), 5.5.5, 5.9, *see also* Official Journal
- bibliographical, 5.5.4
- cases, 5.4.4(c)
- legislation, 5.9(a)
- Official Journal, 3.1, 5.9
- other publications, 5.9
- reference works, Preamble, 11, 10.8
- subdivision of acts, 2.7
- treaties, 3.4.1, 5.9(b)

regulations, 1.2.1, 1.2.3, 2.4

S

selling price, 4.1.1, 5.1.1, 5.4
semicolon, 2.2(b), 3.3, 3.5.1, 10.1.2
serial publications, 4.3.2, **4.3.3**
series, 5.1.1(a), *see also* Official Journal *and* periodicals
SGML (standard generalised markup language), 4.2.2
solidus (oblique, slash), 10.1.9
special opinions and reports (Court of Auditors), 1.3.2, 1.3.3
spelling, Preamble, 10.3
State aid, 1.3.2, 1.3.3
States, *see* countries
statistical symbols, A3
structure of documents, 4.2.2
structure of publications, 5
subdivision of legislative acts, 2.7

subheadings, 5.7
subject classification, 5.1.1
subtitle, 4.2.4, 5.1.1, 5.2, 5.4
- *see also* subheadings

Supplement to the Official Journal, Preamble, 1.1
symbols, 5.4, 6.4, 10.7, 10.8, **A3**

T

table of contents, *see* contents
tables, 4.2.3, 5.5.3, **5.12**
- multilingual, 5.12, 7.1.2
- rules, 5.12

TED database, Preamble, 1.1(c)
telephone numbers, 9.3
temperatures, 6.4, 10.5
text correction, 4.1.3
time, 10.5
title, 4.1.1, 4.1.2, 5.1.1
- identification number, 4.4.1
- in bibliography, 5.5.4
- in contents, 5.5.3
- in index, 5.5.5
- of a collection or series, 5.1.1, 5.2
- of acts, 2.1, 3.2
- official titles (institutions, bodies, agencies), 9.5
- on spine, 4.1.2, 5.1.1
- page, 4.2.4, **5.2**, 5.3
- running, 5.5.5
- use of italics in, 10.6
- *see also* subheadings *and* subtitle

translations, 4.2.2
treaties, 3.4.1
- references to, 5.9(b)

typing
- conventions, 4.2.3

typographic preparation, 4.1.2

U

underlining, 5.8
units, 5.12, 10.7, A3
upper case, *see* capital letters
URL, 9.2

V

verbs, 10.2
- singular or plural, 10.2.1

W

word processing, 4.2.2, 4.2.3
- punctuation and spacing, 6.4

word splits, 4.2.3

Y

year
- of issue, 5.1.1
- of publication, 1.3.2, 5.1.1, 5.2, 5.5.4, 5.5.6, *see also* Preamble

yearbooks, 4.3.2, 4.3.3
years, 4.2.3, **10.1.9**, 10.5, *see also* Preamble

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