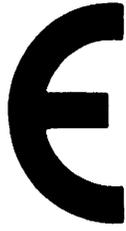


Annual Report 1981

CEDEFOP



European Centre for the Development of Vocational Training

Annual Report 1981

CEDEFOP

Annual Report 1981
adopted by the Management Board on 19 March 1982

European Centre for the Development of Vocational Training
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Established in 1975, CEDEFOP became operational in 1977
and can now claim five years of activity.

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FOREWORD

CEDEFOP was established as a development centre and directs its activities towards supporting the Commission and vocational training policy-makers in the Member States. In establishing the Centre, the Council of Ministers created a framework for technical discussions and exchange of experience amongst the social partners, government representatives and the Commission. This concerted approach ensures that the Community aspect of the various issues is better understood, and this in turn encourages the joint development of new ideas and the practical implementation of conclusions drawn. Accordingly, a favourable basis has been established for the development of new national initiatives and the implementation in the Member States of measures approved at Community level.

It is not possible of course to obtain an overall appraisal from a review of activities in any one year. The work conducted in 1981 and described in the present report must be viewed in the context of activities and results of previous years. With each progressive year, the knowledge and understanding of the ground covered, and familiarity with the people and organizations concerned with vocational training increases, enabling the responsible parties to proceed to an appropriate analysis to the benefit both of the Member States and the Community institutions. Through participation at seminars, presentations to ad hoc committees and the publication of synthesis reports on specific subject areas, CEDEFOP is able to pass on this knowledge and expertise to a wider public.

Whilst it is difficult to gauge the impact of the work of an organization of this kind, the close and firmly established links with the services of the Commission, the numerous contacts developed in the Member States and the reactions to the Centre's work to date are encouraging indicators.

INTRODUCTION

As a general task, CEDEFOP is required to grant the Commission scientific and technical assistance ¹⁾ by :

- contributing to the development and co-ordination of research,
- compiling and disseminating useful documentation,
- encouraging the exchange of information and experience,
- organizing meetings for those concerned with vocational training, and
- encouraging and supporting initiatives to facilitate a concerted approach to the problems of vocational training.

In this context, the Centre's Work Programme for 1981 was established by its Management Board on 14 November, 1980.

The following priorities were set for 1981 :

- . analysis of problems caused by rapid technological development, particularly in the field of micro-electronics and informatics;
- . development of "alternance" training initiatives (linked periods of work and training) for both young people and adults,
- . analysis of the relationship between the training of trainers and the adaptability of training systems to new situations.

The work conducted in 1981 can be grouped around five main themes :

- I The relationship between education and work : the interdependence of training and employment systems, "alternance training", transition from school to work;

1) Regulation (EEC) No. 337/75 of the Council of 10 February, 1975

- II Equal opportunities : innovative forms of training for women, language training for adult migrant workers, situation of young migrants;
- III Technological development : implications of micro-electronics and informatics for training, relationship between new technologies, qualifications, training and employment;
- IV Development of vocational training structures : small and medium enterprises, training of trainers, regional development;
- V Development of instruments for observation and analysis : innovations in adult training, significant activities for migrants, comparative study of the vocational training systems and their financing, approximation of training levels.

The present report gives an account of the Centre's achievements in the performance of its assigned tasks (Section 1), followed by a review of the implementation of the Work programme (Section 2).

I. Review of activities

1. REVIEW OF ACTIVITIES

1.1. Scientific and technical support given to the Commission

In the course of 1981, the Commission received scientific and technical support from the Centre both directly, by way of its contribution to the work of the Advisory Committee on Vocational Training and the organization of a joint seminar with the Commission, and indirectly by initiating, conducting, completing and exploiting activities relating to subjects being dealt with at Community level.

From 9 to 12 June the Centre organized a joint seminar with the Commission devoted to the language training of migrant workers and the adult members of their families. At this seminar, linguists, trainers and policy-makers (social partners, government representatives) met to exchange views and to appraise the current situation with the aim of providing the Commission with a basis for the development of an appropriate Community strategy.

In preparation for the initiatives the Commission intends to introduce in 1983 concerning the training of trainers, the Centre was given the task of conducting a documentary survey on the situation of vocational training staff. This survey was undertaken in 1981 and was concerned with questions of general organization, the status of trainers and the modalities of their training.

IV.5

The results of the conference held in November 1980 on the material and social standing of young people (legislative and financial measures, training contracts, incentives to remain in or return

I.2

to training, etc.) were submitted to the Commission and have since been made the subject of a communication to the Advisory Committee on Vocational Training. All parties concerned stressed the significance of this issue.

In the year under report the Centre produced a practical guide to "alternance training" for young people - Guidelines for Action. The Commission has submitted to the working group "Alternance" of the Advisory Committee the conclusions of the seminar held in June 1980 and the summary report drawn up by the Centre and entitled "Youth Unemployment and Vocational Training - an attempt to summarize the most important conclusions drawn during five years of work on the subject". The Centre is also involved in the analysis of "demonstration projects" in alternance training which have the financial support of the European Social Fund. I.1

With regard to the approximation of training levels, the Centre has concluded its work on the "Motor Mechanic" sector, the results of which have been submitted to the Advisory Committee by the Commission, and has opened the files on the "Construction" and "Hotel and Catering" sectors. Close cooperation exists between the Centre and the Commission concerning the development and realization of a "correspondence" between occupational titles and vocational qualifications. V.5

The results, conclusions and orientation of the work on innovative forms of training for women provided the stimulus for activities relating to "preparation for working life, initial and continuing training" as provided for in the new Community action programme for the promotion of equal opportunities for women (1982 to 1985), and adopted by the Commission in December 1981. II.3
II.5

The Centre has devoted much attention to the work of the Education Committee, especially with regard to youth, continuing training and the mutual recognition of diplomas.

It should be added that the regrouping of the education and vocational training services within the Directorate for Employment, **Social** Affairs and Education has resulted in a consolidation of contacts and improvements in the co-operation between the Centre and the Commission.

1.2. Development and co-ordination of research work

Research activities account for only part of the Centre's work and in 1981 efforts were concentrated on a more detailed treatment of the priorities established in 1980.

In developing the concept of "alternance training" as an element of continuing training, two studies have been launched, one serving to monitor developments in educational leave, the other to collect information on "preventive" training initiatives designed to accompany the introduction of technological innovations or the restructuring of enterprises, in order that the workers concerned do not suddenly find themselves facing unemployment.

In view of the importance of investigating and understanding the financing of training, the Centre followed up the publication of four national monographs with a study on the feasibility of developing a methodology for the comparison of the systems. Encouraging results were obtained from a trial comparison of two countries, Denmark and the United Kingdom, the characteristics of which differ considerably both with regard to organization and practical application of vocational training. A critical analysis of this methodology has yet to be made.

V.2

In 1979/80 research into the training situation of "second generation migrants" was conducted in the Federal Republic of Germany. On the basis of the conclusions drawn, the Centre has extended the study, which provides for an analysis of existing literature and statistics, to cover Belgium, France, Luxembourg, the United Kingdom and, at the end of the year, Denmark. Early 1982 the series will conclude with the completion of the study on the Netherlands. It will then be possible to present an overall view of the situation of young migrants in the Community, indicating the key problem areas.

II.1

The elucidation of the complex relationships between technological development, qualifications and work organization is a central issue. Education and vocational training are not only required to react to the needs of the production system but must also adopt a proactive role. The rapid spread of information technology adds to the urgency of the issue. CEDEFOP has launched two initiatives in this field : a case study has been carried out on 3 countries (Denmark/France/Netherlands) with the aim of monitoring the introduction of new equipment and informatics systems in enterprises and identify the resultant training needs. The second initiative concerns the organization of a conference in co-operation with the International Institute of Management/Wissenschaftszentrum Berlin, which was attended by researchers from eight countries. This conference dealt with the relationships between new technologies, qualifications, training and employment. During the discussions particular attention was devoted to the impact of new technologies on the development of qualifications and on forms of work organization. It was possible to identify areas for discussion at a joint conference to be held in autumn 1982 by the Commission and CEDEFOP.

III.4

III.3

Increasing attention is being paid to the possible contribution of training towards regional development, taking into account both the serious employment situation and the enlargement of the Community. Following an initial contribution on "the role of training in setting up new economic and social activities" the Centre has launched a study covering three countries (France, Italy, United Kingdom) in order to provide the decision-makers and the Commission with a better basis for their choice of action.

IV.1

The lack of cohesion in the research carried out in the various countries for the purpose of establishing a broader vocational training basis to ensure a greater flexibility of qualifications has caused the Centre to initiate a discussion on the concept of "occupational groups". This question is closely linked with the work conducted by the Commission on the approximation of training levels and as such was selected as the subject for a technical conference which was held in November, 1981 based on two contributions (Federal Republic of Germany and France).

IV.3

1.3. Exchange of information and experience - a concerted approach

Of all the activities conducted in 1981, the following two examples illustrate best of all the manner in which the Centre fulfils this task.

The case studies on training innovations for women in enterprises led in December to a pooling of experience. Government representatives, the social partners, researchers and practitioners analysed and appraised the results of training activities and their impact on staff development, career prospects, job enrichment and personnel policy. II.5

In the field of continuing education and training and training activities for migrant workers, the Centre made suitable resources available for the establishment of national observation units groups comprising a technical team assisted by a working group, in order that as from 1982 a regular exchange of concrete information and experience may take place. V.3
V.5

In addition, the Centre endeavours to involve the decision-makers in a direct and stimulating dialogue with the experts in respect of all its activities, beginning with the drafting of individual projects. This objective is systematically pursued both at national and Community levels.

1.4. Establishment and dissemination of information and documentation

The production of a documentation and the dissemination of information is one of the fundamental tasks assigned to the Centre by Regulation. In answer to the high expectations of its working partners, the Centre has meanwhile established a documentation network, in which it acts as co-ordinator (cf. Point 4 of Section 2).

In the course of 1981, work was continued on the improvement of the Vocational Training Bulletin, which as a vehicle for the exchange of ideas is greatly appreciated. As scheduled, the Centre published the first issue of "CEDEFOP news" in autumn 1981. Each year it is planned to publish 4 issues (cf. point 2 of section 2). The distribution of the Centre's non-periodical publications (studies, reports, documentary files etc.) was reviewed by a special working party set up by the Management Board. Following the decision to distribute these publications against payment, a price of 4 ECU was fixed for publications under 250 pages and 8 ECU for those over 250 pages. "CEDEFOP news" will play a central role in announcing and promoting the Centre's publications.

One feature of 1981 was the production of publications presenting the results of studies and research conducted in the previous years. These related in particular to the vocational preparation and material and social standing of young people, innovative forms of training for women and the financing of training. The documents in question

| |
|------|
| I.3 |
| I.2 |
| II.3 |
| V.1 |

were published in four or more languages and were distributed selectively to those individuals and institutions most likely to draw benefit in their decision-making or operational capacities.

The publication and distribution of national monographs V.1 on the systems of vocational training is in progress and will continue in 1982. The Centre has also published the German version of the Guide to the different national and vocational training systems, the diversity of which excludes any direct comparison. Following a general introduction outlining the organization of vocational training in the Member States of the Community, the Guide describes the individual national systems - general organization, initial and continuing training, competencies, financing, trends. The Guide will be translated and published in all Community languages.

1.5. Exchange of experience (forum)

Both the composition of the Centre's Management Board and its position in the overall structure of the Community ensure that it does not pursue its work in isolation. Five years of determined and systematic effort to construct a network of contacts through which it can achieve its assigned tasks have proved most fruitful.

The Centre has been visited by numerous experts and representatives of institutions requesting information and advice. They include a significant number of visitors from third countries all over the world. This may be seen as a direct product of the links established with international organizations.

The continuing co-operating between the Centre and the technical services of the International Labour Organization has resulted in the identification of centres of common interest and activities of benefit to both organizations. A specific field of co-operation concerns documentation and information, the development of a common thesaurus, the exchange of publications, and at a more general level technical consultations on subjects featuring in the Work Programmes of the Centre and ILO. Direct contacts are also maintained with the Office in Turin and with the Director of CINTEFOR (American Vocational Training Research and Documentation Centre) following the latter's visit to the Centre.

The Centre received an official visit from the Italian Under-Secretary of State for Foreign Affairs, who is responsible for social affairs and immigration. It was also visited by representatives of the Women's Committee of the German European Movement, the members of the Youth Forum of the European Communities and on three occasions trainees of the Commission on a study visit to Berlin.

Special mention must be made of the development of relations between the European Parliament and CEDEFOP. In December 1980 the Committee for Social Affairs and Employment held a meeting in Berlin. On 21 January 1981 CEDEFOP welcomed Ms. Simone Veil, President of the European Parliament, who was paying an official visit to Berlin. In April the Centre received a visit from Mr. Klepsch heading a delegation of the European People's Party, followed in September by a visit of Ms. Gaiotti de Biase and Mr. Boaretto who were preparing a report, since discussed, for the Committee on Youth, Culture, Education, Information and Sport. The efforts of the Centre to improve and strengthen contacts with the European Parliament resulted in a meeting with the Committee on Youth, Culture, Education, Information and Sport on 10 November.

In addition the results of the Centre's activities are placed at the disposal of the relevant Parliamentary Committees as an aid for the preparation of their special reports. This co-operation is co-ordinated with the Commission and may take different forms : an informatory meeting with a committee or a working group, the drafting of a working paper, the preparation of a documentation, a meeting with a rapporteur, etc.

2. HUMAN AND FINANCIAL RESOURCES

On 31 December 1981, the Centre had a staff of 38 ⁽¹⁾,
34 holding posts in the list of posts, plus 4 local
staff.

The Centre's budget for the financial
year amounted to ECU 3 736 000,00

The 1981 budget showed an increase of
6,29% over 1980. The corresponding
expenditure rose to ECU 3 392 927,53
i.e. 90,82% of the appropriations.

"Operational Expenditure" in Chapter 3
amounted to 98,51%.

In addition the Centre had brought
forward appropriations from 1980
to an amount of ECU 395 665,86

Payments from these appropriations
amounted to ECU 370 966,30
i.e. 93,76% of the appropriations.

A comparison of these figures with those of the previous
year shows that the development of activities has
been such that the total resources available to the
Centre, particularly with regard to "Operational
Expenditure" have been fully utilized. It was
even necessary to postpone a number of initiatives
until the beginning of 1982 as they could not be
funded under the 1981 budget. This positive
development was already foreseen in the financial
year 1979 but was temporarily interrupted in 1980
by the restriction imposed by the so-called
"one-twelfth ruling" during the first half of the year.

1) as compared with 35 on 31 December 1980.

II. Implementation of the work programme

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| Nature of project Project coordinator(s) | Objectives | Work conducted in 1981 | Products P: Publication WD: Working document |
|--|--|---|--|
| I. RELATIONSHIP BETWEEN EDUCATION AND WORK | | | |
| I. 1 LINKED PERIODS OF WORK AND TRAINING (ALTERNANCE) | | | |
| Comparative study B. Sellin J. M. Adams | Promotion of the exchange of information and experience and the results of work conducted in this field. Extension of the concept of alternance to include the training of adults. | Publication and distribution of a report on the conference held in June 1980. Production of a practical guide to alternance training. Launching of a study on aspects of educational leave and a study on preventive measures against unemployment by way of alternance training. | P: 1 report (DE, EN, FR) WD: 1 guide (6 languages) |
| I. 2 MATERIAL AND SOCIAL STANDING OF YOUNG PEOPLE | | | |
| Comparative study B. Sellin J. M. Adams | Drafting of recommendations for the improvement of the material and social standing of young people during transition from school to work. | Exploitation of previous work. Publication and distribution of the conclusions of a conference held in November 1980. | 1 brochure (6 languages) |
| I. 3 VOCATIONAL PREPARATION OF YOUNG PEOPLE | | | |
| Case study J. M. Adams B. Sellin | To inform decision-makers and practitioners of promising activities and experiments in the field of vocational preparation, particularly those designed to strengthen the links between education, training and employment. | Completion of the handbook providing practical information on the establishment of vocational preparation workshops. The selection of criteria for the evaluation of vocational training projects. Support of the joint venture Berlin/Catanzaro. | P: 1 handbook (EN) WD: 1 handbook (DE, FR, IT) Case studies (DE, EN, FR, IT) |
| I. 4 YOUTH UNEMPLOYMENT AND VOCATIONAL TRAINING | | | |
| Progress report B. Sellin | To summarize the most important conclusions drawn during five years of work on the subject. | Production of a synthesis report. | WD: 1 summary report (7 Sprachen) |
| II. EQUAL OPPORTUNITIES | | | |
| II. 1 SECOND GENERATION MIGRANTS | | | |
| Documentary survey D. Guerra F. Morgan-Gérard | To provide national and Community bodies with an outline of the situation concerning the training of young migrants. To identify areas for possible intervention. | Extension of the pilot study carried out in D, to cover B, DK, F, L, UK. Analysis of existing statistics, literature and studies, interviews with experts. | WD: reports on B, F, L, UK (original language) 1 research report D (DE) |
| II. 2 LANGUAGE TRAINING FOR ADULT MIGRANT WORKERS | | | |
| Seminar F. Morgan-Gérard D. Guerra | To establish a basis for a Community language training strategy for adult migrant workers. | Organization in June 1981 of a joint seminar (CEDEFOP/Commission) involving social partners, governments, experts (linguists, training experts, experts on migrant affairs). | WD: introductory report (7 languages) |
| II. 3 TRAINING INNOVATIONS FOR WOMEN | | | |
| Documentary survey M. Pierret | Exploitation of information collected on training innovations serving to desegregate the labour market. Contribution towards a change of attitudes in this field. | Launching of the study on Greece, Spain, Portugal (in cooperation with DG V/B/4). Publication of the national reports, translated into DE, EN, FR. Preparation of a document presenting general conclusions of the seminar held in 1980. Completion of preparations for the publication of results of previous activities (catalogue of training innovations, survey on vocational training, awareness brochure). | P: reports D, F, UK (DE, EN, FR) WD: 2 brochures |
| II. 5 SPECIAL MEASURES IN ENTERPRISES FOR WOMEN | | | |
| Case study M. Pierret | Verification, evaluation and comparison of the results of experimental vocational training programmes carried out in enterprises. | Completion of the four national reports — B, D, F, UK — and preparation of a synthesis report. Continuation of the study in DK, I, NL. Organization of a consultative conference for discussion of the results. | WD: national reports B, D, F, UK (DE, EN, FR) |
| III. TECHNOLOGICAL DEVELOPMENT | | | |
| III. 1 RELATIONSHIPS BETWEEN JOB STRUCTURES, QUALIFICATIONS AND VOCATIONAL TRAINING | | | |
| Structural study G. Dupont B. Sellin | Comparison of the situation in the Member States in order to identify problems concerning the relationships between job structures, qualifications and training from three aspects: forms of work organization, qualification needs, mobility. | Completion of the study on NL, and the work on I, UK. Indication of the results of this work in project III. 3 (see below). | WD: 1 study (NL) |
| III. 2 CONSEQUENCES OF TECHNOLOGICAL DEVELOPMENT FOR VOCATIONAL TRAINING: CONSTRUCTION INDUSTRY | | | |
| Sectoral study G. Dupont | Analysis of the effects of technological development on jobs, qualifications and training in the construction industry. | Preparation of a summary of the report concluded in 1980. Support towards the realization of a feasibility study on the establishment of a vocational training data bank for this industry. | |
| III. 3 COORDINATION OF THE NATIONAL STUDIES ON RELATIONSHIPS BETWEEN 'NEW TECHNOLOGIES — QUALIFICATIONS — TRAINING' | | | |
| Comparative study G. Dupont | Establishment of a Community perspective to the research conducted independent of the national situations, concerning the introduction of computerized numerically controlled systems in the mechanical engineering sector. | Comparison of work hypotheses, results and conclusions. Organization of a conference of experts in preparation for a joint CEDEFOP/Commission seminar to be held at the end of 1982. | |
| III. 4 MICROELECTRONICS AND INFORMATICS TECHNOLOGY: TRAINING IMPLICATIONS | | | |
| Case study W. McDerment | Identification of training needs linked with the introduction of new microelectronic and informatics technologies in the workshop and in offices. | Questionnaire survey (9 enterprises per country — DK, F, NL): supporting action from managers and union representatives linked with the introduction of micro-electronic systems. Compilation of a directory of organizations working in this field. | WD: 1 summary report (EN) WD: 1 directory |
| IV. DEVELOPMENT OF VOCATIONAL TRAINING STRUCTURES | | | |
| IV. 1 VOCATIONAL TRAINING AND REGIONAL DEVELOPMENT | | | |
| Documentary survey B. Pasquier J. M. Adams | Illustration of the contribution vocational training can make towards regional development in respect of the creation of new economic and social activities and the support of conversion measures. | Study launched in F, I, UK: analysis of existing literature and studies. | |
| IV. 2 TRAINING IN SMALL AND MEDIUM ENTERPRISES | | | |
| Conference (forum) G. Dupont | To assist the decision-makers in respect of initiatives relating to SMEs: diagnosis and approach to problem areas, particularly as related to the introduction of new technologies. | Production of preparatory documents for the conference to be held in 1982 on this subject: apprenticeship, trainers, management training for SMEs (construction), training of the spouses of the heads of SMEs. | WD: 4 documents (original language) |
| IV. 3 OCCUPATIONAL GROUPS AT SKILLED WORKER LEVEL | | | |
| Comparative study B. Sellin G. Dupont | To facilitate the approximation of training levels by establishment of occupational groups requiring the same qualifications at basic training level. | Realization of two feasibility studies (D, F). Organization of a conference of experts. | WD: 2 reports (DE, EN, FR) 1 report (FR) |
| IV. 5 TRAINING OF TRAINERS | | | |
| Documentary survey B. Pasquier | Description of the situation of initial and continuing vocational training staff. | Study launched in B, DK, D, F, IRL, I, L, UK. | |
| V. DEVELOPMENT OF INSTRUMENTS FOR OBSERVATION AND ANALYSES | | | |
| V. 1 GUIDE TO THE NATIONAL SYSTEMS OF VOCATIONAL TRAINING | | | |
| Comparative study G. Dupont J. M. Adams | To provide information to interested parties in order that they may understand the functioning of the different vocational training systems in the Community. Creation of suitable instruments for the regular updating of the monographs and for the observation of vocational training trends. | Completion of the monographs D, UK. Translation, exploitation and distribution of the other 7 monographs. Completion and publication of the guide (DE) and preparation of the versions DA, EN, FR, IT, NL. Completion of the monograph on Austria. Extension of the study to cover Greece. Realization of a survey (D) on the needs to be met by these guides. | P: guide (DE) B: 7 monographs 6 languages DK: DA, EN, FR, IT, NL F: EN, FR, IT, NL I: EN, IT, NL IRL: EN L: EN, FR, IT NL: EN, FR, IT, NL WD: 2 monographs D: DE UK: EN |
| V. 2 FINANCING OF VOCATIONAL TRAINING | | | |
| Comparative study J. M. Adams G. Dupont B. Sellin | To contribute to a better understanding of the systems of financing vocational training. Explanation of the choice of instruments as related to their impact on training provision. | Publication and distribution of the reports D, F, I, UK in one volume. Establishment and validation (DK, UK) of a method of comparative analysis. | P: 1 report (DE, EN, FR, IT) WD: instrument for comparative analysis (EN) |
| V. 3 INNOVATIONS IN CONTINUING EDUCATION AND TRAINING | | | |
| Observation J. M. Adams | To provide practitioners and policy-makers with practical information on significant innovations in the field of continuing education and training, particularly with regard to new technologies, the prevention of unemployment and the support of those who have been unemployed for a long period. To facilitate an exchange of experience. To identify trends. | Establishment of technical teams and national follow-up groups (9 countries). Creation of a methodology and the final product. Launching of the project. Follow-up to the distribution of the file of innovations completed in 1979 (DE, EN, FR). | |
| V. 4 APPROXIMATION OF TRAINING LEVELS | | | |
| Comparative study B. Sellin G. Dupont | To establish a technical basis for the mutual recognition of vocational training diplomas and certificates in specific sectors. | Completion of the work and publication of the report of the group 'motor mechanic'. Launching of the work of the expert groups 'construction' and 'hotel and catering'. | WD: 1 report (6 languages) |
| V. 5 FILE OF SIGNIFICANT ACTIVITIES FOR MIGRANTS | | | |
| Observation F. Morgan-Gérard D. Guerra | Creation of an instrument for observation and analysis of training activities for migrant workers. Establishment of a network for the exchange of information and experience. | Creation of technical teams (B, D, F, I, UK). Establishment of a methodology and the final product. Project launched. | |

1. Table of projects, objectives, activities, products

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| Nature of project | Objectives | Work conducted in 1981 | Products |
|------------------------|------------|------------------------|--|
| Project coordinator(s) | | | P: Publication WD: Working document |

I. RELATIONSHIP BETWEEN EDUCATION AND WORK

I. 1 LINKED PERIODS OF WORK AND TRAINING (ALTERNANCE)

| | | | |
|--------------------------|--|---|---|
| Comparative study | Promotion of the exchange of information and experience and the results of work conducted in this field. | Publication and distribution of a report on the conference held in June 1980. Production of a practical guide to alternance training. | P: 1 report (DE, EN, FR) WD: 1 guide (6 languages) |
| B. Sellin J. M. Adams | Extension of the concept of alternance to include the training of adults. | Launching of a study on aspects of educational leave and a study on preventive measures against unemployment by way of alternance training. | |

I. 2 MATERIAL AND SOCIAL STANDING OF YOUNG PEOPLE

| | | | |
|--------------------------|--|---|--------------------------|
| Comparative study | Drafting of recommendations for the improvement of the material and social standing of young people during transition from school to work. | Exploitation of previous work. Publication and distribution of the conclusions of a conference held in November 1980. | 1 brochure (6 languages) |
| B. Sellin J. M. Adams | | | |

I. 3 VOCATIONAL PREPARATION OF YOUNG PEOPLE

| | | | |
|--------------------------|---|---|--|
| Case study | To inform decision-makers and practitioners of promising activities and experiments in the field of vocational preparation, particularly those designed to strengthen the links between education, training and employment. | Completion of the handbook providing practical information on the establishment of vocational preparation workshops. The selection of criteria for the evaluation of vocational training projects. Support of the joint venture Berlin/Catanzaro. | P: 1 handbook (EN) WD: 1 handbook (DE, FR, IT) Case studies (DE, EN, FR, IT) |
| J. M. Adams B. Sellin | | | |

I. 4 YOUTH UNEMPLOYMENT AND VOCATIONAL TRAINING

| | | | |
|-----------------|---|-----------------------------------|-----------------------------------|
| Progress report | To summarize the most important conclusions drawn during five years of work on the subject. | Production of a synthesis report. | WD: 1 summary report (7 Sprachen) |
| B. Sellin | | | |

II. EQUAL OPPORTUNITIES

II. 1 SECOND GENERATION MIGRANTS

| | | | |
|-------------------------------|---|--|--|
| Documentary survey | To provide national and Community bodies with an outline of the situation concerning the training of young migrants. To identify areas for possible intervention. | Extension of the pilot study carried out in D, to cover B, DK, F, L, UK. Analysis of existing statistics, literature and studies, interviews with experts. | WD: reports on B, F, L, UK (original language) 1 research report D (DE) |
| D. Guerra F. Morgan-Gérard | | | |

II. 2 LANGUAGE TRAINING FOR ADULT MIGRANT WORKERS

| | | | |
|-------------------------------|--|--|---------------------------------------|
| Seminar | To establish a basis for a Community language training strategy for adult migrant workers. | Organization in June 1981 of a joint seminar (CEDEFOP/Commission) involving social partners, governments, experts (linguists, training experts, experts on migrant affairs). | WD: introductory report (7 languages) |
| F. Morgan-Gérard D. Guerra | | | |

II. 3 TRAINING INNOVATIONS FOR WOMEN

| | | | |
|--------------------|---|---|---|
| Documentary survey | Exploitation of information collected on training innovations serving to desegregate the labour market. Contribution towards a change of attitudes in this field. | Launching of the study on Greece, Spain, Portugal (in cooperation with DG V/B/4). Publication of the national reports, translated into DE, EN, FR. Preparation of a document presenting general conclusions of the seminar held in 1980. Completion of preparations for the publication of results of previous activities (catalogue of training innovations, survey on vocational training, awareness brochure). | P: reports D, F, UK (DE, EN, FR) WD: 2 brochures |
| M. Pierret | | | |

II. 5 SPECIAL MEASURES IN ENTERPRISES FOR WOMEN

| | | | |
|------------|---|---|---|
| Case study | Verification, evaluation and comparison of the results of experimental vocational training programmes carried out in enterprises. | Completion of the four national reports – B, D, F, UK – and preparation of a synthesis report. Continuation of the study in DK, I, NL. Organization of a consultative conference for discussion of the results. | WD: national reports B, D, F, UK (DE, EN, FR) |
| M. Pierret | | | |

III. TECHNOLOGICAL DEVELOPMENT

III. 1 RELATIONSHIPS BETWEEN JOB STRUCTURES, QUALIFICATIONS AND VOCATIONAL TRAINING

| | | | |
|------------------------|--|---|------------------|
| Structural study | Comparison of the situation in the Member States in order to identify problems concerning the relationships between job structures, qualifications and training from three aspects: forms of work organization, qualification needs, mobility. | Completion of the study on NL, and the work on I, UK. Indication of the results of this work in project III. 3 (see below). | WD: 1 study (NL) |
| G. Dupont B. Sellin | | | |

III. 2 CONSEQUENCES OF TECHNOLOGICAL DEVELOPMENT FOR VOCATIONAL TRAINING: CONSTRUCTION INDUSTRY

| | | | |
|----------------|---|---|--|
| Sectoral study | Analysis of the effects of technological development on jobs, qualifications and training in the construction industry. | Preparation of a summary of the report concluded in 1980. Support towards the realization of a feasibility study on the establishment of a vocational training data bank for this industry. | |
| G. Dupont | | | |

III. 3 COORDINATION OF THE NATIONAL STUDIES ON RELATIONSHIPS BETWEEN 'NEW TECHNOLOGIES – QUALIFICATIONS – TRAINING'

| | | | |
|-------------------|---|--|--|
| Comparative study | Establishment of a Community perspective to the research conducted independent of the national situations, concerning the introduction of computerized numerically controlled systems in the mechanical engineering sector. | Comparison of work hypotheses, results and conclusions. Organization of a conference of experts in preparation for a joint CEDEFOP/Commission seminar to be held at the end of 1982. | |
| G. Dupont | | | |

III. 4 MICROELECTRONICS AND INFORMATICS TECHNOLOGY: TRAINING IMPLICATIONS

| | | | |
|--------------|---|--|--|
| Case study | Identification of training needs linked with the introduction of new microelectronic and informatics technologies in the workshop and in offices. | Questionnaire survey (9 enterprises per country – DK, F, NL): supporting action from managers and union representatives linked with the introduction of micro-electronic systems. Compilation of a directory of organizations working in this field. | WD: 1 summary report (EN) WD: 1 directory |
| W. McDerment | | | |

IV. DEVELOPMENT OF VOCATIONAL TRAINING STRUCTURES

IV. 1 VOCATIONAL TRAINING AND REGIONAL DEVELOPMENT

| | | | |
|----------------------------|---|--|--|
| Documentary survey | Illustration of the contribution vocational training can make towards regional development in respect of the creation of new economic and social activities and the support of conversion measures. | Study launched in F, I, UK: analysis of existing literature and studies. | |
| B. Pasquier J. M. Adams | | | |

IV. 2 TRAINING IN SMALL AND MEDIUM ENTERPRISES

| | | | |
|--------------------|---|---|-------------------------------------|
| Conference (forum) | To assist the decision-makers in respect of initiatives relating to SMEs: diagnosis and approach to problem areas, particularly as related to the introduction of new technologies. | Production of preparatory documents for the conference to be held in 1982 on this subject: apprenticeship, trainers, management training for SMEs (construction), training of the spouses of the heads of SMEs. | WD: 4 documents (original language) |
| G. Dupont | | | |

IV. 3 OCCUPATIONAL GROUPS AT SKILLED WORKER LEVEL

| | | | |
|------------------------|---|---|---|
| Comparative study | To facilitate the approximation of training levels by establishment of occupational groups requiring the same qualifications at basic training level. | Realization of two feasibility studies (D, F). Organization of a conference of experts. | WD: 2 reports (DE, EN, FR) 1 report (FR) |
| B. Sellin G. Dupont | | | |

IV. 5 TRAINING OF TRAINERS

| | | | |
|--------------------|---|---|--|
| Documentary survey | Description of the situation of initial and continuing vocational training staff. | Study launched in B, DK, D, F, IRL, I, L, UK. | |
| B. Pasquier | | | |

V. DEVELOPMENT OF INSTRUMENTS FOR OBSERVATION AND ANALYSES

V. 1 GUIDE TO THE NATIONAL SYSTEMS OF VOCATIONAL TRAINING

| | | | |
|--------------------------|--|--|--|
| Comparative study | To provide information to interested parties in order that they may understand the functioning of the different vocational training systems in the Community. Creation of suitable instruments for the regular updating of the monographs and for the observation of vocational training trends. | Completion of the monographs D, UK. Translation, exploitation and distribution of the other 7 monographs. Completion and publication of the guide (DE) and preparation of the versions DA, EN, FR, IT, NL. Completion of the monograph on Austria. Extension of the study to cover Greece. Realization of a survey (D) on the needs to be met by these guides. | P: guide (DE) 7 monographs B: 6 languages DK: DA, EN, FR, IT, NL F: EN, FR, IT, NL I: EN, IT, NL IRL: EN L: EN, FR, IT NL: EN, FR, IT, NL WD: 2 monographs D: DE UK: EN |
| G. Dupont J. M. Adams | | | |

V. 2 FINANCING OF VOCATIONAL TRAINING

| | | | |
|---------------------------------------|---|---|--|
| Comparative study | To contribute to a better understanding of the systems of financing vocational training. Explanation of the choice of instruments as related to their impact on training provision. | Publication and distribution of the reports D, F, I, UK in one volume. Establishment and validation (DK, UK) of a method of comparative analysis. | P: 1 report (DE, EN, FR, IT) WD: instrument for comparative analysis (EN) |
| J. M. Adams G. Dupont B. Sellin | | | |

V. 3 INNOVATIONS IN CONTINUING EDUCATION AND TRAINING

| | | | |
|-------------|--|---|--|
| Observation | To provide practitioners and policy-makers with practical information on significant innovations in the field of continuing education and training, particularly with regard to new technologies, the prevention of unemployment and the support of those who have been unemployed for a long period. To facilitate an exchange of experience. To identify trends. | Establishment of technical teams and national follow-up groups (9 countries). Creation of a methodology and the final product. Launching of the project. Follow-up to the distribution of the file of innovations completed in 1979 (DE, EN, FR). | |
| J. M. Adams | | | |

V. 4 APPROXIMATION OF TRAINING LEVELS

| | | | |
|------------------------|---|---|----------------------------|
| Comparative study | To establish a technical basis for the mutual recognition of vocational training diplomas and certificates in specific sectors. | Completion of the work and publication of the report of the group 'motor mechanic'. Launching of the work of the expert groups 'construction' and 'hotel and catering'. | WD: 1 report (6 languages) |
| B. Sellin G. Dupont | | | |

V. 5 FILE OF SIGNIFICANT ACTIVITIES FOR MIGRANTS

| | | | |
|-------------------------------|---|---|--|
| Observation | Creation of an instrument for observation and analysis of training activities for migrant workers. Establishment of a network for the exchange of information and experience. | Creation of technical teams (B, D, F, I, UK). Establishment of a methodology and the final product. Project launched. | |
| F. Morgan-Gérard D. Guerra | | | |

1. Table of projects, objectives, activities, products

2. Periodical publications

2.1. Bulletin

One of the tasks specified in Article 3 of the Regulation establishing the Centre is the dissemination of information, and for this purpose the Centre publishes the Vocational Training Bulletin. Currently the Bulletin is issued in 6 languages of the Community and has a circulation of 6 000 copies.

In 1981 each issue was devoted to a specific field :

- No. 5 : "Technological development and vocational training,
- No. 6 : "Guidance, information, vocational training",
- No. 7 : "Small and medium sized enterprises",

In the course of 1980 and 1981, the Bulletin underwent progressive transformation. Nevertheless the general presentation and the principle of dealing with one subject in each issue have been adhered to. Co-operation with individual experts in the various countries has taken precedence over standard and formalized co-operation with correspondent institutions. The introduction of interviews, reports, photographs, tables, charts, etc. and a change of layout and typography have improved the visual impact. Organizational changes have reduced lead times and have raised overall standards. Production costs have been kept within acceptable limits for a six-language production.

In 1981, the Centre continued to examine the possibility of modifying the contents and presentation of the Bulletin. On the decision of the Management Board, these modifications will be introduced systematically as from issue No. 8 and will involve :

- a new cover design adapted to the style of the other publications of the Centre,
- the modification of the structure comprising main articles, a documentary review, a European column and a readers' column.

2.2. "CEDEFOP news"

Regular publication of "CEDEFOP news" in 6 languages began in the second half of 1981 in accordance with the decisions taken at the end of 1980.

The first issue was published in 1981 and presents a whole range of information in compact form on recent developments in the field of vocational training, i.e. news items on developments in legislation, studies, surveys, pilot projects, latest statistics, etc., both in the Member States and at Community level. The source of each news item is indicated, enabling the reader to obtain more detailed information as required.

"CEDEFOP news" has a circulation of 7 000 copies, and is distributed free of charge. Addresses of subscribers are to be computerized at the Office for Official Publications of the EC; an analysis of this address file will correct any imbalance (amongst countries, target groups, etc.) and will provide the basis for future development.

As from 1982 "CEDEFOP news" will be published 4 times a year; it will be the main vehicle for the promotion of the Centre's publications and will serve to increase the number of subscriptions to the Bulletin.

3. Language service

The rules governing the languages of the European Communities also apply to the Centre and consequently its legal commitments and technical tasks must be fulfilled in all official and working languages.

As a result of the accession of Greece in 1981, a seventh working language was added, thus increasing the number of language pairs by twelve to forty-two.

As in the past, peak loads and those translations involving language pairs for which the Centre does not yet have translators are assigned to free-lance translators in all the EC Member States. The co-ordination of this work lies with the language service. Mid-1981 the service was granted a post for an assistant with administrative functions, enabling the service to reduce the backlog of work existing since 1977.

A separate team of free-lance translators was organized for the periodical "CEDEFOP news", German being taken as pilot language.

Translation service : Total 8 613 Pages
comprising : 1 002 into DA
1 663 into DE
1 856 into EN
1 577 into FR
305 into GR
1 263 into IT
947 into NL

Interpretation service : Total 51 meetings and conferences
on 82 different days
accounting for 616 interpreter days

4. Documentation and library service

In 1981 CEDEFOP had completed the initial phase in establishing its library and concentrated on the documentation function.

Two objectives are pursued :

- involvement in the preparation and implementation of the Centre's activities in co-operation with the project co-ordinators;
- the supply of information/documentation obtained from national and international organizations concerning vocational training in the Member States and relating to the results achieved in this field at Community level. The institutions in the Member States look on CEDEFOP as a source of reference for documentation, summarized information, or simply addresses. The various requests for information received by the Centre illustrate this need.

In order to develop the necessary instruments to accomplish this information/documentation function, the Centre, after consulting the interested parties, decided to initiate and co-ordinate a network of national vocational training documentation centres. This work also takes into account the EURYDICE network, the data banks being developed by the Commission, and associated networks.

In 1981 the network was tested on two countries (Denmark and France) and will be extended progressively to cover the other Member States of the Community. The national documentation centres contribute to the selection and indexation of documents and articles to be catalogued by the Centre and on which the Centre will be able to supply information. The most important documents and articles are procured by the Centre itself, others being recorded as provisional catalogue items. As a result, the Centre's documentation system will consist of

its own stock of documents and a decentralization stock kept by the national institutions. The national institutions will be given the task of maintaining the standard and accuracy of indexation (choice of key words) and of the catalogue (descriptors for the documents in question) making use of a common language as chosen for the CEDEFOP Thesaurus.

This network will also enable the Centre to cover vocational training literature published in Danish, Dutch and Greek. At present these documents cannot be indexed for language reasons.

The documentation service is accessible to :

- members of the staff and members of the Management Board of the Centre,
- to institutions and experts from the Member States working in the field of vocational training,
- to European Community institutions and international organizations,
- to external experts attending seminars and meetings organized by the Centre.

It is not open to the public.

The replies to requests for documentation take different forms :

- on-the-spot reference to documents and periodicals,
- bibliographical information supplied by telephone,
- supply of photocopied catalogue extracts,
- production of selected documentation on specific subjects,

- information on the national and international documentation centres most able to answer specific requests,
- distribution of the list of recent acquisitions indexed by the library.

On 31.12.1981, the Centre's library had a stock of 12 000 books and documents. In addition 240 periodicals and other journals are regularly scanned.

EXTRACT FROM THE REGULATION ESTABLISHING THE CENTRE

1

Council Regulation No. 337/75¹ creating the Centre defines its aim in Article 2:

- 1) "The aim of the Centre shall be to assist the Commission in encouraging, at Community level, the promotion and development of vocational training and of in-service training (sic).

To that end, within the framework of the guidelines laid down by the Community, it shall contribute, through its scientific and technical activities, to the implementation of a common vocational training policy.

It shall, in particular, encourage the exchange of information and the comparison of experience".

- 2) "The main tasks of the Centre shall be:
 - to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
 - to contribute to the development and co-ordination of research in the above fields;
 - to disseminate all useful documentation and information;
 - to encourage and support any initiatives likely to facilitate a concerted approach to vocational training problems. The Centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting to the completion of vocational training;
 - to provide a forum for all those concerned".
- 3) "In its activities the Centre shall take into account the links which exist between vocational training and the other branches of education".

1 Official Journal No. L 39 of 13.2.75

CEDEFOP STAFF (Situation as per 31.12.1981)

On 31 December 1981 the Centre had a staff of 38, 34 holding posts in the list of posts, plus 4 local staff.

In the course of 1981

- 1 category C staff member left the Centre,
- 2 category A (language service) and 2 category C staff members were recruited.

DIRECTORATE : Roger FAIST (F), Director
Secretary : (Cat. C) : Doris HERRMANN (D)
Mario ALBERIGO (I), Deputy Director
Secretary : (Cat. C) : Alison CLARK (UK)

STUDIES 9 Cat. A : James Michael ADAMS (IRL)

PERIODICAL PUBLICATIONS Georges DUPONT (B)

DOCUMENTATION Duccio GUERRA (I)

William McDERMENT (UK)

Florence MORGAN-GERARD (F/UK)

Bernard PASQUIER (F)

Maria PIERRET (B)

Burkart SELLIN (D)

Norbert WOLLSCHLÄGER (D)

2 Cat. 9 : Agata ALAIMO (I)

Gesa CHOMI (D)

5 Cat. C : Gundula BOCK (D)

Nicole HOFFMANN-WEYLAND (L)

Joan SCHÄFER (IRL) *

Gabriella TRICHES (I) *

Marieke ZWANINK (NL)

* working part of the time for the language service

LANGUAGE SERVICE

6 Cat. A : Brigitte LINSHÖFT-STILLER (D)
Head of service
Lisbeth AL-SAYED (DK)
Giancarlo CARONELLO (I)
Francis Alan CLARKE (UK)
Annick REPELLIN (F)
Maria TAVLARIDOU-STEUCK (GR)

1 Cat. B : Letizia WEISS (I)

1 Cat. C : Ingrid ZAGERSKI (D)

ADMINISTRATION
AND GENERAL
SERVICES

1 Cat. A : Marino RIVA (I), Head of service

3 Cat. B : Bernd MÖHLMANN (D)

Volker WURL (D)

Bernhard ZIECH (D)

2 Cat. C : Sabine REICH (D)

Marion STRISSEL (D)

4 local
staff : Hildegard CERNITORI (D)
Gerda MÜLLER-MÄRSCH (D)
Heinz NEUMANN (D)
Wolfgang TANG (D)

SEMINARS OR CONFERENCES TO WHICH CEDEFOP CONTRIBUTED

| Date | CEDEFOP Representative | Organizer | Location | Subject |
|---------|-------------------------|---|--------------|--|
| 23-23/1 | G. Dupont | ONEM | Brussels (B) | |
| 22-24/4 | J.M. Adams B. Sellin | Northeastern University | Boston (USA) | "Co-operative education" (University - enterprises) |
| 29/5 | B. Sellin | Coombe Lodge Further Education Staff College | Bristol (UK) | Alternating education with work |
| 29-30/5 | M. Alberigo | ENAI/ACLI | Cologne (D) | Vocational training of Italian workers in the Federal Republic of Germany in the 80s |
| 29-30/5 | M. Pierret | International Federation of Business and Profes- sional Women | Le Mans (F) | Education, training, employment |
| 8-9/6 | R. Faist B. Sellin | Ministry of Education and Science | Lisbon (P) | Impact of European integration on the Portuguese education system |
| 23/6 | B. Sellin | DAG | Kiel (D) | Training in Europe |
| 25/6 | B. Sellin | DGB | Kiel (D) | Vocational training policies |

| Date | CEDEFOP Representative | Organizer | Location | Subject |
|--------------------------|--------------------------|--|----------------------------|---|
| 17-18/9 28/9 | D. Guerra J.M. Adams | CUREEL AnCO | Urbino (I) Dublin (IRL) | Language and European integration Material and Social standing of young people |
| 5-9/10 | H. Wollschläger | IAB/BIBB | Berlin (D) | Vocational Training Research |
| 6-8/10 | M. Pierret | Women's Research Centre in Social Science | Liseleje (DK) | Strategies for the integration of women in the labour market |
| 12-13/10 | B. Sellin | BACIE | London (UK) | The future of vocational training |
| 12/11 | J.M. Adams | Association of Principals of vocational schools | Waterford (IRL) | Transition from education to working life |
| 15/11 | M. Alberigo | Federazione Associazioni Italiane Enigranti Germania | Frankfurt (D) | Language and migration |
| 28/11 | B. Sellin | Euregio | Kerkrade (NL) | Foundation of a regional vocational training centre |
| 7/12 | B. Sellin | Friedrich-Naumann Stiftung | Gummersbach (D) | Employment policy in Europe |
| <u>PRESS CONFERENCES</u> | | | | |
| 11/3 | M. Alberigo B. Sellin | Copenhagen (DK) | | |
| 15/5 | M. Alberigo R. Faist | Rome (I) | | |

LIST OF MEMBERS OF THE MANAGEMENT BOARD

The Centre is governed by a quadripartite Board (10 government representatives, 10 trade union representatives, 10 representatives of employers' organizations; 3 representatives of the Commission of the European Communities).

An observer from the Employers' Liaison Committee and an observer from the European Trade Union Confederation were invited to attend the meetings of the Management Board.

Government representatives :

| | |
|----------------|--------------------------------|
| Belgium | Mr. Jean Dequan |
| Denmark | Mr. Niels Hummeluhr |
| France | Mr. André Ramoff +) |
| Germany | Mr. Horst Lemke |
| Greece | Mr. Panayotis Chatzioannou |
| Ireland | Mr. John Agnew |
| Italy | Mr. Nicola Fiore |
| Luxembourg | Mr. Norbert Feltgen |
| Netherlands | Mr. Herman Vrijhoef (Chairman) |
| United Kingdom | Mr. Alan Brown |

Trade Union representatives

| | |
|----------------|---------------------------------|
| Belgium | Mr. Guillaume Sauvage |
| Denmark | Mr. Niels Enevoldsen |
| France | Mr. Raymond Lebescond |
| Germany | Ms. Maria Weber (Vice-Chairman) |
| Greece | Mr. Georgis Dassis |
| Ireland | Mr. Fintan Kennedy |
| Italy | Mr. Enrico Vercellino |
| Luxembourg | Mr. Jean Regenwetter |
| Netherlands | Mr. Herman Hugenholtz |
| United Kingdom | Mr. Frederick Jarvis |

+) from 1.1.1981 to 8.4.1981 : Mr. Claude Blondel
from 9.4.1981 to 8.11.1981 : Mr. Gabriel Ducray

Representatives of employers' organizations

| | |
|----------------|------------------------------------|
| Belgium | Mr. Francis Buchet (Vice-Chairman) |
| Denmark | Mr. Erik Tøttrup |
| France | Mr. Yves Corpet |
| Germany | Mr. Helmut Brumhard |
| Greece | Ms. Elisabeth Papadaki |
| Ireland | Mr. Anthony Brown |
| Italy | Mr. Vincenzo Romano |
| Luxembourg | Mr. Eugène Muller |
| Netherlands | Ms. Gertrude de Lange |
| United Kingdom | Mr. William G. Thorpe |

Representatives of the Commission of the European Communities

| |
|----------------------------------|
| Mr. Jean Degimbe (Vice-Chairman) |
| Mr. Hywel C. Jones |
| Mr. George Wedell |

Observers

| | |
|---------------------------------------|----------------------|
| European Trade Union Confederation | Mr. Antonio Miniutti |
| Employers' Liaison Committee | Mr. Franz Castin |

Meetings of the Management Board

Berlin, 6 March 1981
Berlin, 1 July 1981
Berlin, 13 November 1981

The Bureau of the Management Board held 7 meetings.

CEDEFOP – European Centre for the Development of Vocational Training

Annual Report 1981

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