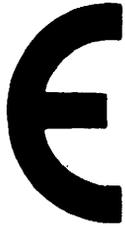


# Annual Report 1983

**CEDEFOP**



# **European Centre for the Development of Vocational Training**

# Annual Report 1983

**CEDEFOP**

Annual Report 1983

adopted by the Management Board on 20 March 1984

European Centre for the Development of Vocational Training  
Bundesallee 22, **D-1000 Berlin 15**, Tel (030) 88 41 20

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## FOREWORD

The year 1983 was the first year of implementation for the three-year framework programme "Guidelines for the activities of CEDEFOP 1983-1985" whose adoption on 1 December 1982 was already mentioned in the last annual report. This framework programme defined the areas in which the Centre would concentrate its activities during this period.

Its content takes into account the two communications addressed by the Commission to the Council in the course of 1982. They were also mentioned in the last report. In the course of 1983 the Council adopted two resolutions - based on these communications - which were explicitly devoted to questions of vocational training:

- the Resolution of 2 June 1983 concerning vocational training measures relating to the new information technologies,
- the Resolution of 11 July 1983 concerning vocational training policies in the European Communities in the 1980s.

These resolutions form the basis of the action programmes which the Commission will start elaborating from 1984 onwards. These programmes, in turn, will require scientific and technical support from CEDEFOP.

The structure of the 1983 Work Programme gives due consideration to this aspect.

## INTRODUCTION

The Centre's 1983 Work Programme was adopted by the Management Board on 1 December 1982 - immediately after the adoption of the three-year framework programme mentioned in the Foreword - keeping in mind the Centre's overall task (3) of providing scientific and technical support to the Commission by means of

- promoting and coordinating research,
- compiling and distributing documentation,
- promoting an exchange of information and experience,
- organizing meetings,
- facilitating a concerted approach to vocational training problems.

The main lines of action retained for the year 1983 are the same as those of the preceding year. Indeed, the 1982 Work Programme was already inspired by the reflections which led to the adoption of the texts presented above. They may be summarized as follows:

- further development of the network for cooperation in the field of documentation with the specialized bodies in the Member States,
- the contribution of training to the vocational integration of young people,
- the analysis of the complex interrelations between technological innovation, changes in qualification and vocational training,

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

- the contribution of vocational training to regional development and job creation.

With a view to ensuring a standardized approach when presenting the activities of the Centre, the structure adopted for this Annual Report follows that of the work programme:

- permanent activities,
- project activities, classified by work themes.

## 1. Review of Activities

The Report starts with an initial compilation of the activities undertaken by the Centre in order to fulfil the tasks which are assigned to it and which are listed at the beginning of the introduction:

- contribution towards the promotion and coordination of research (\*)  
(Vocational training and "flexible manufacturing systems" - 2.213; Technology and qualifications - 2.203/4.613; Financing of vocational training - 3.213)
- compilation and distribution of information and documentation  
(Vocational training - 1.303; CEDEFOP news - 1.803; Documentation - 1.103)
- promotion of an exchange of information and experience  
(Innovations in continuing education and training - 4.113; Vocational preparation of young people - 4.103; Innovative training programmes for women - 4.603; Robotics - 2.403; Significant activities for migrants - 3.503; Training and new forms of employment for young people - 2.703)
- organization of meetings  
(Conference on small and medium enterprises - 3.203; Informatics and training: implementation in enterprises - 3.403)
- promotion of a concerted approach to vocational training  
(Approximation of training levels - 3.703; Alternance training - 4.703; Vocational training and regional development - 3.603)

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(\*) The references refer to the 1983 Work Programme and the Project Summary (Annex 1).

## 2. Participation in Community Activities

In response to its task of giving scientific and technical support, CEDEFOP was able to provide expertise

- on alternance training, the approximation of training levels and the training of migrant workers to the Advisory Committee on Vocational Training;
- on the equality of opportunities for men and women (particularly through the study on the training requirements of women in Greece) to the Standing Committee on Equality of Opportunity and to Directorate-General X (Information);
- on second generation migrants to the Advisory Committee on the Free Movement of Labour;
- on small and medium enterprises, by organizing a large-scale conference in Luxembourg in collaboration with Directorate-General V (Employment, social affairs and education);
- in the field of documentation, with Eurydice (\*);
- by receiving visitors and groups at the Centre, including groups of trainees from the Commission;

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(\*) Community information network in the field of education.

CEDEFOP has increased its opportunities of making its work known to the committees of the European Parliament which are directly concerned with its activities. The interview given by Mr. Nicolas Estgen, Vice-President of the Parliament, to the Bulletin of the Centre, is proof of the interest taken by the Parliament in the Centre's themes of work.

Mention must also be made of CEDEFOP's participation in the seminar organized in Strasbourg (December 1983) by the European Parliament as the formal conclusion of the European Year of Small, Medium-sized and Craft Enterprises.

At the request of the Chairman of one of the European Parliament's committees, the Centre prepared a report on the training of staff employed in the vocational training situation of television journalists and technicians in the Member States of the Community.

The Centre has, on several occasions, received visits from members of the European Parliament. During a meeting of the European People's Party in Berlin, a group of 7 Members of Parliament visited the Centre, among them Mr. Beumer, Chairman of the Committee on Youth Education and Mr. Papaefstratiou, Chairman of the Committee on Social Affairs and Employment.

The Chairman of the Centre's Management Board was received and heard, firstly by the Committee on Budgets and then by the Committee on the Environment, with regard to a report concerning the respective activities of the Dublin Foundation and CEDEFOP.

Ms. Heinke Salisch also had talks with the Management Board on this matter in the course of a visit to the Centre.

Finally, Mr. Jens-P. Bonde, member of the Committee on Budgets, visited the Centre.

3. Participation in the Activities of International Organizations

In addition to these privileged relations with the Community institutions, CEDEFOP has fostered its contacts and its collaboration with international organizations, especially with the International Labour Office, by contributing to the UNDP/ILO project (1) for young migrants and by cooperating in the field of documentation and the training of trainers.

At the request of ILO's International Centre for Vocational and Technical Advanced Training, CEDEFOP experts made a number of technical presentations to members of groups visiting the Turin Centre.

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(1) United Nations Development Programme/International Labour Office.

#### 4. Personnel and Budget

With regard to staff and budgetary resources, it would be useful to present some figures for the period 1980-1983 in order to show the development of the Centre's activities.

##### A. STAFF

Staff posts provided in the budget (1)	1980	1981	1982	1983
	40	44	45	45

Occupied staff posts in December 1983 by categories (3)	Cat. A (2)	Cat. B	Cat. C	Local staff posts	Total
	19	6	10	4	39

##### B. APPROPRIATIONS PROVIDED IN THE BUDGET

Total ECU	1980	1981	1982	1983
	3 515 000	3 736 000	4 006 000	4 210 000
Growth rate in %	9.16	6.29	7.23	5.09

##### C. OVERALL EXPENDITURE

Total ECU	1980 (4)	1981	1982	1983
	2 790 808.11	3 992 927.53	3 864 243.10	3 870 992.72
Growth rate in %	-8.27	21.58	13.89	0.17

- (1) Including local staff posts.
- (2) Including three directors and six translators.
- (3) Recruitment procedures for five posts have been initiated. One local staff post still has to be filled.
- (4) Budget administration through the "one-twelfth ruling".

D. OPERATIONAL ACTIVITIES

Rate of utilization of appropriations provided under "Operational Expenditure" in %	1980 (1)	1981	1982	1983
	69.82	98.51	99.46	95.92

An examination of the above figures shows:

1. The appropriations as a whole have remained stable (the increase only represents the compensation required for inflation) while there was an increase in the staff.
2. There is a tendency towards a virtually total correspondence between expenditure and appropriations.
3. There was almost full utilization of the appropriations under "Operational Expenditure".

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(1) Budget administration through the "one-twelfth ruling".

# I Permanent Activities



## 1. "VOCATIONAL TRAINING"

In accordance with the task assigned to the Centre by Art. 3 of its constituent Regulation, and in fulfilment of the mandate given by the Management Board, the Centre published three issues of its Bulletin "Vocational Training" in 1983.

No. 11 (June)	"New technologies"
No. 12 (September)	"Alternance, why, for whom?"
No. 13 (December)	"The trainers"

The Bulletin has three sections:

- feature articles (ideas, opinions, suggestions),
- a dossier (informative articles),
- Europe (articles on the initiatives and programmes of Community and international institutions).

The publication tries to convey ideas, opinions and suggestions to those who are called upon to take decisions in the field of vocational training. It makes an attempt to exploit the work of the Centre, particularly those projects which may be of interest to a broad public. Thus, the issue dealing with new technologies drew heavily on the seminar organized jointly by CEDEFOP and the Commission.

Some promotion schemes were carried out in 1983 to increase the number of paid subscriptions.

Special attention was given to readers' mail and to direct relations with experts, specialized institutions and the editorial committees of leading national journals dealing with vocational training.

In 1983 the Editorial Committee had 12 meetings.

## 2. "CEDEFOP news"

In 1983 the Centre was able to consolidate the organizational arrangements for the production of "CEDEFOP news" by:

- a strengthening of the network of correspondents (institutes, experts, journalists) commissioned with providing the information for publication;
- the development of contacts with photographic agencies in various countries of the Community, and
- the organization of a meeting with the people responsible for the different stages of production (translators, graphic designers, officials from the Office for Official Publications of the Community) in order to ensure the necessary concertation.

Two issues only (Nos. 5 and 6) were published in 1983, each in six languages.

This was a shortfall in comparison to the four issues envisaged in the programme. One of the reasons for this was the irregular flow of information from several Member States. Measures have been taken to remedy the situation. In particular, the Centre must give the persons responsible sufficient advance notice. The number of copies rose from 17 000 in 1982 to about 25 000. In December 1983 the Centre took the preparatory steps required to conduct a survey in the course of 1984 involving a large number of readers, in order to:

- check the impact of the publication,
- check the current options of the editors,
- adapt the publication to the explicit expectations of the users.

The results of the survey will be compiled in a report.

Special attention was given to the readers' mail.

### 3. INFORMATION AND DOCUMENTATION

As a part of the Centre's tasks the importance of information and documentation has been underlined by the Management Board on several occasions.

In 1983, attention was concentrated on the development of the documentation network. In 1982 this consisted of correspondents in 4 countries, Denmark, France, Ireland and Italy. 1983 saw the addition of correspondents from the United Kingdom and the Federal Republic of Germany. Preliminary contacts have been established to enlarge the network to cover Belgium, Greece and the Netherlands.

In accordance with the needs of the Centre, the correspondents (institutes and national bodies) provided bibliographical index sheets to be included in the catalogue at the Centre's library, as well as information, reviews and a variety of documents which could be of use in establishing bibliographies and documentary dossiers on specific topics. The correspondents played an important role in the dissemination of information in the countries of the Community.

The organizational arrangements of the network also provided for the exchange of information between the different members of the network themselves and with the central unit of Eurydice (1) and IRTIS (2).

In order to pursue this line of action the Centre organized three meetings of the network, two in Berlin and one in Turin, which enabled a first evaluation of the products of the network.

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(1) Community information network on education.

(2) Inter-Regional Training Information System, International Labour Office.

Furthermore, a number of meetings were also organized at national level with the participation of members of CEDEFOP's Management Board from the countries involved and representatives from institutes specialized in the field of documentation. In Denmark and France, they helped to strengthen cooperation between interested national institutions and the "corresponding" CEDEFOP institution. In Belgium and Greece the objective was to prepare the entry of these countries into the network.

The Centre drew up a second version of the CEDEFOP Thesaurus taking special care to see that it was compatible with those of EUDISED<sup>(1)</sup> and ILO.

In the course of 1983 the Centre's documentation service was called upon to reply to a growing number of requests for documentation and information. In addition to CEDEFOP experts and some delegates from the meetings, about 50 visitors used the Centre's library for their own work. Some 200 sets of documents were sent in response to specific requests for information.

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(1) European Documentation and Information System on Education, jointly financed and managed by the Commission and the Council of Europe.

Furthermore, the Centre produced documentary dossiers on the following topics:

- Training in the enterprises (contributions from DK, F, I, IRL)
- Labour market and training ( contributions from DK, F)
- Vocational training systems (contributions from DK, F, I, IRL)

Obviously, the contributions of each country are prepared on the basis of the documentation produced in the country itself. The documentary dossiers cannot be put in the same category as the comparative studies. They are not translated into other languages.

At the present moment the library catalogue contains 18 000 index cards covering various documents and publications; the library subscribes to 260 periodicals which are scanned regularly.

#### 4. LANGUAGE SERVICE

The application to CEDEFOP of the rules governing the languages of the European Communities means that a considerable amount of supportive activity (translations, interpretation) is required for the work of the Centre.

In 1983 the Centre had to cope with a volume of translation (with 7 languages or 42 language pairs) amounting to 16 690 pages, much of which was assigned to free-lance translators under the supervision of CEDEFOP's staff translators.

Two teams of external translators were set up for the translation of the Centre's two periodicals: "Vocational Training" and "CEDEFOP news".

CEDEFOP continued its participation in the work of the inter-institutional working group on terminology and documentation (GIIT).

The Translation Service, accomplished the following volume of work:

Translations	1980	1981	1982	1983
No. of pages	10 950	8 613	13 786	16 690
Increase	-	- 21.34	+ 60.06	+ 21.06

The Interpretation Service covered 43 meetings, i.e. a total of 72 meeting days or 453 interpreter days.

# **II Work Themes**



## 1. YOUNG PEOPLE

In 1983, the problems of the relationship between education, vocational training and the social and vocational integration of young people continued to be one of the priority tasks of the Centre.

Activity in this field was divided equally between consolidation and exploitation of the work undertaken in 1982 and the commencement of several new projects and activities.

With regard to alternance training, several publications, including the guide "Alternance training for young people: guidelines for action" which has now been distributed in Greek and Danish too, were completed and disseminated in 1983, and the studies on training contracts were also finished. The Centre started the preparatory work for the organization of a seminar (to be held in 1984) on continuing education and training.

As part of the work on the basic relationship between the training and employment of young people, CEDEFOP has begun the publication of ten monographs on the subject "Training and job creation programmes" and has defined the criteria for the selection and the analysis of training activities within the framework of "new" forms of employment for young people.

A study contract has been prepared on the establishment, in 1984, of a monitoring system for schemes intended to promote the social and vocational integration of young people through a better coordination of public and private resources.

The handbook on "Planning Vocational Preparation Initiatives for Unemployed Young People" has now been published in French and Italian, and the Centre has continued to provide technical support for the activities of the Commission relating to the implementation of the Council Resolution of 13 December 1976 and 2 May 1982 (transition from school to working life).

## 2. EQUALITY OF OPPORTUNITY FOR MEN AND WOMEN

1983 saw the dissemination of a large number of publications, including the "awareness brochure" entitled "New perspectives for women" and the synthesis report (now also available in Greek) on training activities which broaden the range of vocational outlets accessible to women .

The Centre completed the case study on "Special measures in the enterprise" and put the finishing touch to the synthesis report, which will be published and distributed in seven languages.

Finally, CEDEFOP distributed the publication on the . . . "Qualifications and educational needs of co-working spouses of owners of small and medium enterprises".

The case study on the social health sector was terminated. Although it was confined to a limited geographical area (Iatium region/I), it was possible, through this study, to draw some interesting conclusions on the role which training programmes can play in the definition of policies for equality of opportunity for men and women.

The intensive publication and dissemination activity, which was one of the main characteristics of 1983, should be viewed as the logical conclusion of the work undertaken in 1981 and 1982. Mention should also be made of the fact that this publication and dissemination activity was accompanied by intensive measures relating to meetings and collaboration with institutes, Community, international and national institutions and organizations during working groups, conferences and seminars.

Furthermore, the subject "Equality of opportunity" was obviously inherent in the other work themes listed in the Centre's work programme; there were many fruitful interactions with other projects such as "Small and medium enterprises" and "New technologies".

### 3. MIGRANT WORKERS

In 1983 CEDEFOP collaborated in the project of the International Labour Office "Trainers of young migrants" (UNDP/ILO project), a project which covered the countries of the Community. It participated actively in the technical definition of the framework of the project and in the elaboration of methods to evaluate the measures taken (results expected in 1984).

The Centre has started with the publication of national reports on the "Significant activities" monitoring system concerning the general vocational training provision available to migrant workers, and has embarked on a study which aims at analysing - in terms of content and methodology - the application and the results of the monitoring system.

Finally, the Centre has given support to the work of the Advisory Committee on Vocational Training and the Advisory Committee on the Free Movement of Labour.

#### 4. CONTINUING TRAINING

In 1983 the Centre embarked on the publication of eight national reports on "Innovations in continuing training" and a synthesis report.

A conference of experts made a preliminary assessment of the content and the methodological approach.

With regard to methodology, one difficulty emerged quite clearly: continuing training is provided in a multitude of different forms which are closely linked to the socio-economic realities of the country concerned. Comparability between the countries is a difficult matter.

With regard to content, the collected information will be one of the main contributions to a seminar on continuing training within the context of the employment crisis and the problems brought about by rapid technological change. The preliminary steps to prepare this seminar were taken in 1983.

## 5. TECHNOLOGICAL DEVELOPMENT AND QUALIFICATIONS

Considerable attention was devoted to this fundamentally important work theme which is characterized by interaction between the new technologies and all aspects of vocational training: its context, its methods and its content.

In 1983 the evaluation of the seminar held in 1982 was completed and the Centre made arrangements for the publication of the proceedings.

The study on "New informatics systems in office work" was finished. Office technology has been the subject of great attention because the irreversible expansion process of the tertiary sector is making it an increasingly important subject, and because it is directly linked to the problems of the redistribution of opportunity between men and women.

In 1983 the seminar on "Informatics and training: implementation in enterprises" was held; the discussions concentrated on new training needs generated by the highly advanced technologies; six case studies from the micro-electronics, informatics, car manufacturing, printing, banking and insurance sectors were discussed and evaluated in the course of the seminar.

These studies made it possible to identify precise points of reference for training policies; there is generally a lapse of two to five years between the project phase of the new technologies and their actual implementation, and this facilitates the planning of support activities at the

training level; the experts agreed that it was necessary to continue stressing the importance of traditional qualifications (e.g. turner, miller, etc.) as these form the indispensable foundation for the acquisition of new qualifications; finally, the new technologies call for active continuing training policies both for young people and for adults.

In the field of robotics, the Centre continued its work of documentation, covering research activities, including those in the United States (a working document is available). The Centre organized a seminar on this subject and brought together the representatives of robot manufacturers and robot users and experts in the field of vocational training. The seminar seemed to indicate that a decision in favour of first-generation robots (1) did not have any marked influence on the organization of work. But, subsequent innovations (e.g. the introduction of artificial vision) will have a much more profound impact on the production system and the organization of work, and consequently, on the corresponding job profiles and the necessary qualifications.

Another line of action was devoted to training policies within the enterprises. A documentary analysis and a preliminary contribution on the role of training in the overall policy of the enterprise were the basic documents for the discussions of an expert group which met in October 1983.

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(1) Mainly welding and painting robots.

It was found that the information available on the training policies of enterprises is still insufficient. The impression is that there is little articulation between training and the general policy of the enterprises. Parallel to this, it seems that institutionalized training outside the enterprises did not succeed in setting up supportive mechanisms capable of underpinning the process of change generated within the enterprise.

In the course of 1983, "European Year of Small, Medium-sized and Craft Enterprises", CEDEFOP organized a seminar on this subject; it was attended by about 100 participants who discussed the following topics: initial training and continuing training in the SMEs, training of managers and the role of training in the new establishment of small enterprises. The proceedings and the conclusions of the seminar are now being compiled and the Centre is preparing an issue of its Bulletin which will deal with this subject of small enterprises.

The synthesis report on flexible manufacturing systems has been completed and the Centre has made arrangements for the publication of a report dealing with this specific subject.

6. VOCATIONAL TRAINING AND REGIONAL DEVELOPMENT

In 1983 CEDEFOP proceeded with the consolidation and exploitation of the results of the work conducted in 1982; it drew up a synthesis report (working document) which presents the results obtained in the project "Vocational training and regional development". Preparations are being continued for the seminar which is to be held in 1984.

The documentary study "Vocational training in rural areas"<sup>(2)</sup> which identifies and analyses the training needs of rural communities is in the press.

All the projects on this subject provide a sound basis of reflection for the above-mentioned seminar which will have the aim of examining the relations and interactions between vocational training and local and regional development plans, and of identifying the possibilities and the means of intervention.

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(2) Undertaken in 1982 at the request of the Commission.

## 7. TRAINING OF TRAINERS

In 1983 the Centre published eight national reports on the situation of training staff plus a synthesis report which summarizes and compares the different situations emerging from the national studies.

A meeting of experts evaluated the synthesis report mentioned above, and steps were taken to ensure satisfactory dissemination of the publications, above all to the target groups of trainers and those in charge of the training of trainers. The Centre has also embarked on the preparatory arrangements for a seminar which will be held on this subject in 1984.

In 1983, one issue of the Bulletin "Vocational Training" was devoted to the subject of trainers and the results of the work undertaken on this theme could, therefore, be exploited and disseminated.

## 8. TRAINING STRUCTURES AND SYSTEMS

Further steps were taken in 1983 to ensure a broader dissemination of the "Guide to training systems". In 1983 too, the Guide was the object of constant demand, which makes it evident that, together with the national monographs, it has become a documentary reference work for a large number of users.

The Centre organized two meetings for the project "Financing of vocational training", the first with a group of government experts (with observers from labour and management) the second with the same participants but with the addition of ten experts, one from each country. The project is extremely complex; it is difficult to obtain the data and also very difficult to establish a grid which will cover all the financing systems in the different countries. This work was conducted in collaboration with the Commission and the Statistical Office of the European Communities. A grid has been drawn up for the analysis of the financing systems and work has commenced on practical application to real cases.

As far as the approximation of training levels is concerned, 1983 saw the termination of the work of the "Construction" group; the report drafted by the experts is in the process of publication. In December 1983 the Centre held the first meeting of the "Agriculture" group and the objectives and the methodological aspects of the work to be done in 1984 were defined.

The Centre also drew up a working document on the operational framework for the period 1984-1985.

The project "Approximation of training levels" which was conducted in close cooperation with the services of the Commission, was a form of technical and scientific support to the Commission for the elaboration of its communication to the Council on the comparability of vocational training qualifications between member states of the European Community.



# Annexes



**Note:**

The products have been classified as follows:

- WD : Working document (document to be used either for working groups and seminars or to show the state of progress of the work undertaken) limited distribution
- FP : Publication under preparation (document finalized in terms of content, in the process of production: translation, graphics, printing) not yet published but intended for publication and distribution
- P : Publication (photocopied or printed document where the process of production has been completed) in the course of distribution



New project



On-going project



Completed project

ACTIVITIES	PROJECT COORDINATOR	OBJECTIVES	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
(1.303) "Vocational Training" /Periodical/	D. Guerra	To provide those who are called upon to take decisions with ideas, opinions and information on subjects and problems relating to vocational training.	12 meetings of the Editorial Committee. Increase of 122% in the subscription rate (as compared to the same period in 1982)	P - "New technologies" - (No. 12) "Alternance" - (No. 13) "The trainers"
(1.803) "CEDEFOP news" /Periodical/	N. Wollschläger	Give brief items of news on current topics of vocational training to a broad public.	Consolidation of the network of correspondents. Preparation for the introduction of Greek. Preparation of a readers' survey to be carried out in 1984. Number of copies rose to 25 000.	P - (No. 5) - (No. 6)
(1.103) "Information and Documentation" /Permanent activity/	J.M. Adams G. Chomé	Manage a network which has the dual function of providing the Centre with updated, selective and specialized documentation, and disseminating documentation and information in the member states.	Three meetings of the network of correspondents. Extension of the network to cover the United Kingdom and the Federal Republic of Germany. Preparatory measures to extend the network to Belgium, Greece, and the Netherlands. Establishment of a second edition of the Thesaurus.	WD - 10 national documentary dossiers

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
THEME 1 : <u>YOUNG PEOPLE</u> (2.103) "Social and vocational integration of young people" Monitoring unit/ <input type="checkbox"/>	J.M. Adams	To monitor and evaluate the initiatives taken to improve coordination between public and private resources; to encourage an exchange of experience, and to establish practical guidelines for practitioners in the field of vocational training.	-	Preliminary contacts with institutes in Denmark, France and Ireland; preparation of a tendering procedure for a study contract.	
(2.703) "Training and new forms of employment for young people" /Case study/ <input type="checkbox"/>	B. Sellin	To identify and analyse training activities designed especially to promote new forms of employment for young people.	B, DK, D, I, F, IRL, NL	Establishment of criteria for the identification and analysis of training activities. Continuation of work on "training and job creation programmes". Conclusion of the national reports, establishment of a synthesis report (October 83) to analyse the situation in the Federal Republic of Germany. Commencement of preparations for a seminar (1984).	PP - 10 national reports
(4.103) "Vocational preparation of young people" /Case study/ <input checked="" type="checkbox"/>	J.M. Adams	To provide technical support to the Commission for the implementation of the Council resolutions of 13/12/76 and 2/5/82 (transition from school to work)	-	Completed distribution of the practical guide, publication of the same in FR and IT.	P - 1 guide (FR, IT)
(4.703) "Alternance training - Training contracts for young people" /Comparative study/ <input checked="" type="checkbox"/>	B. Sellin	To formulate proposals for the development of alternance training for young people (contracts with the youth guarantee projects) and also to provide technical support to the work of the EC Commission on the resolution "Vocational training in the 1980s"	9 countries (with the exception of Greece)	Completion of the study on "Training contracts" Completion of the study on "Training and educational leave".	PP - 1 report P - guide "guidelines for action" (DA, GR) PP - 1 report "Preventive measures" in NL, DK, UK, IRL (DE, FR, EN) P - 1 report "Preventive measures" in I, F, B, (FR, EN) P - 1 report "Educational leave" (DE) PP - 1 report "Educational leave" (FR, EN)

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
THEME 2 : <u>EQUALITY OF OPPORTUNITY BETWEEN MEN AND WOMEN</u>  (4-603) " <u>Innovative training programmes for women</u> " <input checked="" type="checkbox"/> /compilation, selection/  (Sub-project) " <u>Training needs of women in Greece, Spain and Portugal</u> " <input checked="" type="checkbox"/> /survey/  (Sub-project) " <u>Training measures in the enterprise</u> " <input checked="" type="checkbox"/> /Case study/  (Sub-project) " <u>Training in the social health sector</u> " <input type="checkbox"/> /Case study/ <input checked="" type="checkbox"/>	M. PIERRET E. SELLIN	To collect and evaluate information on innovative training activities which aim at preventing male/female segregation on the labour market. To contribute to a change of attitudes in this field.  To define the specific training needs of women in the three countries under survey and to present an overall analysis for the use of decision-makers.  To assess, evaluate and compare the results of innovative training experiments carried out in enterprises. To assess the training needs of co-working spouses in small and medium enterprises.	9 countries          GR, E, P          E, D, DK, F, I, NL, UK          I (Lithium region)	Completion and distribution of the report "Innovative training activities in the Federal Republic of Germany." Completed distribution of the "awareness brochure" with the aid of high-level national bodies.          Dissemination of the study report in the countries concerned.          Completion and dissemination of a synthesis report on innovative training programmes in enterprises in the entire Community.          Completion of the case study on the Lithium region and distribution of the report in the region concerned.	P - 1 synthesis report (GR) P - 1 printed brochure (7 languages)          WD - 3 national reports (original languages, FR) WD - 1 synthesis report          PP - 1 synthesis report (7 languages) WD - 1 evaluation document (FR)  P - 1 report, a monograph on the FRG (7 languages) P - 1 report (EN....)          P - 1 study report (IT)

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
<p>THEME 3 :</p> <p><u>MIGRANT WORKERS</u></p> <p>(3.503) "Significant activities for migrants"</p> <p>/monitoring unit/ <input checked="" type="checkbox"/></p>	<p>F. Gérard</p> <p>N. Wollschläger</p>	<p>To provide decision-makers with an instrument for the survey and analysis of vocational training provision for migrant workers.</p>	<p>B, D, F, I, UK</p>	<p>Conclusion of a contract on the extension and the dissemination of the Italian report to be presented during a meeting of the bodies concerned (June 1984)</p> <p>Conclusion of a contract on the analysis of the content, the methodology, the results and the setting up of the monitoring unit.</p>	<p>WD - 1 interim report (DE)</p>
<p>(4.503) "Second generation migrants"</p> <p>/Documentary survey/ <input checked="" type="checkbox"/></p>	<p>F. Gérard</p> <p>N. Wollschläger</p>	<p>To provide an overview of the training situation of young migrants in the immigration countries of the Community.</p>	<p>B, D, DK, F, I, UK</p>	<p>Cooperation with the International Labour Office (ILO) in the implementation of a pilot project.</p> <p>Support for the work of the Advisory Committee on Vocational Training and the Advisory Committee on the Free Movement of Labour.</p>	<p>WD - 1 report</p>

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - p <sub>0</sub> - p
<p>THEME 4 :</p> <p><u>CONTINUING EDUCATION AND TRAINING</u></p> <p>(4.113) " Innovations in continuing edu- cation and training" /Monitoring unit/ <input checked="" type="checkbox"/></p>	<p>J.M. Adams</p>	<p>To provide decision-makers and practitioners with elements of analysis and to inform them about development trends in continuing education and training in three priority areas: new technologies, prevention of unemployment and long-term unemployment.</p>	<p>DK, D, F, I, IRL, NL, UK, B, L</p>	<p>Completion of a synthesis report. Organization of a meeting of experts to assess the results and the methodological approach. Preparation of a seminar "Con- tinuing education and training" (March 1984)</p>	<p>PP - 1 synthesis report (EN) PP - 8 national monographs (6 languages) WD - project sheets on innovative schemes (8 countries) (original language, EN, FR)</p>

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
THEME 5 : TECHNOLOGICAL DEVELOPMENT AND QUALIFICATIONS (2.203) "The role of enterprises in vocational training" <input type="checkbox"/> /Research survey- <input type="checkbox"/> Forum/	G. Dupont	To show the relationships between the policies of enterprises undergoing change and their vocational training policies.	10 countries plus USA, Japan	Completion of the documentary survey. Meeting of a group of experts.	WD - 1 documentary synthesis report WD - 1 report to prepare the work of the expert groups
(2.213) "Vocational training and "flexible manufacturing systems" <input type="checkbox"/> /Forum/	G. Dupont	To define the role of vocational training within the economic and social objectives incorporated in the concept of flexible manufacturing systems.	D, F, I, NL, UK	Commencement of the case studies. Organization of several meetings of experts.	WD - 1 bibliography
(2.403) "Robotics" <input type="checkbox"/> /Documentary survey/	W. McDerment	To select and analyse the documentation on the impact of robotic systems on Job content and qualifications.	DK, D,F, IRL, UK	Completion of the compilation of documentation and organization of a meeting between experts (robot manufacturers and robot users, initiators of vocational training activities	WD - 1 report on robot systems in the USA (EN) - selective documentation
(3.403) "Informatics and training: implementation in enterprises" <input checked="" type="checkbox"/> /Forum/	W. McDerment	To provide a forum for the exchange of information and experience amongst the organizations which have carried out studies in firms on training needs resulting from the introduction of informatics and micro-electronics.	10 countries	Organization of a meeting of experts.	WD - 5 case studies
(3.203) "Small and medium enterprises (including cooperatives)" <input checked="" type="checkbox"/> /Seminar/	G. Dupont	To elaborate proposals for strategies and vocational training activities which can promote the creation of small and medium enterprises and help them to survive in an environment of economic change.	10 countries	Planned seminar held at Luxembourg with the participation of about one hundred experts. Audiovisual presentation of eight case studies. Commencement of the drafting of the report on the conclusions of the seminar.	WD - a number of working documents presented at the seminar A - 8 videogrammes on the case studies
(4.613) "New informatics systems in office work" <input checked="" type="checkbox"/> /Documentary survey/	M. Pierret	To analyse the effect of informatics systems on the job profiles and qualifications of office staff.	E,D,F,IRL, UK	Completion of the documentary survey backed up by interviews with especially selected persons.	P - selective documentation (DE) PP - idem (FR, EN)

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
(Sub-project) "Employment and Qualifications" /Comparative study/		To analyse the provision of initial training for occupations in the tertiary sector in connection with the changes brought about by the new technologies.	F, D, UK	Completion of the comparative analysis of the structure of qualifications in the three countries concerned.	WD - 3 monographs on the countries concerned (EN) 1 synthesis report (EN)
(4.203) "Technological change, employment and qualifications" /Research/	G. Dupont	To submit concrete proposals, on the basis of an analysis of initiatives to be taken in view of the alterations brought about by technological change in employment and qualification structures.	I, NL, UK	Drafting, analysis and printing of the proceedings of the seminar (1982), Organization of a meeting of experts in the "construction" sector having established the basis for the setting up (by the Commission) of a joint committee.	PP - 1 report on the seminar (7 languages) PP - 1 report "Construction" (6 languages) - 1 Franco-Italian study report (DE, FR, EN, IT) - 1 Anglo-German study report (DE, FR, EN, IT) - 1 report "Structures of qualifications" (DE, FR, EN, IT, NL)

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS
<p>THEME 6 :</p> <p><u>REGIONAL DEVELOPMENT AND JOB CREATION</u></p> <p>(3.603) "<u>vocational training and regional development</u>"</p> <p>/Methodology study/ <input checked="" type="checkbox"/></p> <p>(Sub-project)</p> <p>"<u>vocational training in rural areas</u>" <input checked="" type="checkbox"/></p> <p>/Documentary survey/</p>	<p>M. Pierrat</p>	<p>To show the relationship between vocational training and regional development Policies, particularly at the level of projects which envisage the creation of new activities or give support to retraining measures.</p> <p>To analyse the training needs of rural communities.</p>	<p>7 regions in: B, F, I, UK</p> <p>10 countries</p>	<p>Preparation of a synthesis document. Preparation of a seminar (1984) to be organized in collaboration with the seven regions of the four countries.</p> <p>Completion of the study and preparation of the publication of the report.</p>	<p>WD - 1 synthesis report (EN)</p> <p>PP - 1 report (7 languages)</p>

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PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
<p>THEME 7 :</p> <p><u>TRAINING OF TRAINER</u></p> <p>(3.102) "Professional situation and training of trainers"</p> <p>/Comparative study/</p>	<p>J.M. Adams</p>	<p>To give a picture of the professional situation and the training of training staff, in connection with alternance training and the changes brought about by the introduction of the new technologies.</p>	<p>9 countries</p>	<p>Publication of eight national reports and a synthesis report. Distribution of publications commenced.</p>	<p>P - 8 monographs (original language (DE,FR,EN))</p> <p>P - 1 synthesis report (FR)</p> <p>PP - 1 synthesis report (EN, D, IT)</p>
<p>(4.703) "<u>Training of trainers in alternance</u>"</p> <p>/Comparative study/</p>	<p>B. Sellin</p>	<p>To identify the new training needs resulting from alternance training for trainers.</p>	<p>F, NL, UK</p>	<p>The project was integrated into the "Alternance training" project (see Theme 1)</p>	

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES	COUNTRIES COVERED	WORK CONDUCTED IN 1983	PRODUCTS WD - PP - P
THEME 8 : <u>TRAINING STRUCTURES AND SYSTEMS</u> (3.703) "Approximation of training levels" /Comparative study/ <input type="checkbox"/>	B. Sellin	To establish a technical basis for the recognition of vocational training diplomas and certificates in some occupational sectors chosen every year together with the Commission.	10 countries	Completion of the work of the "Construction" group. Launching of the work of an "Agriculture" group; preparation of a work plan for 1984/85.	PP - 1 expert report (DE, DA, EN, FR, IT, NL)
(3.213) "Financing of vocational training" /Methodology study/ <input checked="" type="checkbox"/>	G. Dupont J.M. Adams B. Sellin	To provide an instrument for the analysis of the financing mechanisms of vocational training.	10 countries	Organization of a meeting of government experts, with the presence of observers from labour and management; organization of a meeting of government representatives, representatives of labour and management, and one expert from each country represented; attendance of these meetings by the Statistical Office of the European Communities and the Commission. Establishment of a grid for analysis.	WD - 1 document: theoretical model for analysis (DE, EN, FR)
(4.213) "Guide to the vocational training systems" /Comparative study/ <input checked="" type="checkbox"/>	G. Dupont J.M. Adams	To set up a grid which will show the training systems and how they function, together with some basic information on the socio-economic context of each country.	10 countries	Publication of a report on the German system. Further dissemination of the Guide (DE) in response to growing demand.	P - 1 report (DE) PP - 9 national reports (original language) PP - Guide (FR) P - 1 monograph (DE) PP - 1 monograph Greece (FR, EN, GR)

ANNEX 2

CEDEFOP STAFF (Situation as of 31 December 1983)

On 31 December 1983 the Centre employed a total staff of 39, 35 holding posts on the approved list of posts and 4 holding local staff posts.

In the course of 1983

- 1 Category A and 1 Category C staff member left the Centre,
- the Commission appointed the second Deputy Director.

DIRECTORATE  
Roger FAIST (F), Director  
Secretary: (Cat. C): Doris HERRMANN (D)  
Mario ALBERIGO (I), Deputy Director  
Secretary: (Cat. C): Nicole WEYLAND (L)  
Corrado POLITI (I), Deputy Director  
Secretary: (Cat. C):  
Marie-Françoise CHATELAIN (F)\*

STUDY PROJECTS      9 Cat. A: Michael ADAMS (IRL)  
PERIODICAL           Gesa CHOME (D)  
PUBLICATIONS       Georges DUPONT (B)  
DOCUMENTATION       Duccio GUERRA (I)  
                         William G. McDERMENT (UK)  
                         Florence GERARD (F/UK)  
                         Maria PIERRET (B)  
                         Burkart SELLIN (D)  
                         Norbert WOLLSCHLÄGER (D)  
  
2 Cat. B: Agata ALAIMO (I)  
                 Alison CLARK (UK)  
  
4 Cat. C: Gundula BOCK (D)  
                 Barbara de SOUZA (UK)\*  
                 Gabriella TRICHES (I)\*  
                 Marieke ZWANINK (NL)\*

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\* Working part of the time for the Language Service.

LANGUAGE SERVICE

- 6 Cat. A: Brigitte LINSHÖFT-STILLER (D)  
Head of Interpretation Service  
Francis Alan CLARKE (UK)  
Head of Translation Service  
Giancarlo CARONELLO (I)  
Agnes HEUER (NL)  
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
- 3 Cat. B: Bernd MÖHLMANN (D)  
Volker WURL (D)  
Bernhard ZIECH (D)
- 2 Cat. C: Sabine REICH (D)  
Marion STRISSEL (D)
- 4 local  
staff  
posts: Hildegard CERNITORI (D)  
Gerda MÜLLER-MARSCH (D)  
Heinz NEUMANN (D)  
Wolfgang TANG (D)

Seminars and Conferences to which CEDEFOP contributed

DATE PLACE	ORGANIZATION	WORK THEME
25-26 January 83 PARIS (F)	Ministry for Women's Rights	Vocational training, women, new techno- logies
9-11 February 83 NICE (F)	DG V The European Centre for Work and Society	Local initiatives to promote job creation
14-15 March 83 WINDSOR (UK)	BBC Open University	Education in Europe
24-26 April 83 UTRECHT (NL)	Netherlands Centre for Unemployment Issues, European Centre for Social Welfare, Training and Research	Young people's access to work
8 May 83 BLARNAY (IRL)	AONTAS National Adult Education Association	To live without work: a role for the education of adults?
30 May 83 DARMSTADT (D)	Technische Hochschule Darmstadt	Vocational training in the EEC
19-22 June 83 GENEVA (CH)	Isis Women's International Conference	The effects of the new technologies on education and training

DATE PLACE	ORGANIZATION	WORK THEME
21-24 June 83 PARIS (F)	INFFO, ADEP CEDEFOP	International meeting on the social and occupational inte- gration of young people
7-8 July 83 LUXEMBOURG (LUX)	EURO-FIET Fédération intern. des employés, des techniciens et des cadres	The new technologies and the training of young workers
19 September 83 BASEL (CH)	Consulate-General and Embassy of Italy	Integrated training measures for young migrants
26-29 September 83 ATHENS (GR)	EC Commission, Greek Ministry of Education	European Conference on the vocational promotion of women
12 October 83 PARIS (F)	ACEREP Association du Centre d'Etudes et de Réalisations pour l'Education Permanente	Diversification of occupational choice for young people and women
20 October 83 SAARBRÜCKEN (D)	European Academy Otzenhausen	Vocational training in the Federal Republic of Germany and in France

DATE PLACE	ORGANIZATION	WORK THEME
5 November 83 PARIS (F)	European Movement	Youth unemployment and vocational training
14 November 83 FRANKFURT (D)	F.A.I.E.G. Federazione associazioni italiane emigrati nella Repubblica Federale di Germania	Social and vocational integration of immigrants in the Federal Republic of Germany
14 November 83 PARIS (F)	Université Paris I Centre de formation permanente	Vocational training systems in the Member States of the Community
16 November 83 STRASBOURG (F)	Institut du Travail	The vocational training of women in new technological trades
16-17 November 83 ROME (I)	ISFOL Istituto per lo sviluppo della formazione professionale dei lavoratori	Youth unemployment in the Federal Republic of Germany, in France and in Belgium
23 November 83 CHARLEROI (B)	Inter-University European Institute on Social Welfare	Young people in society

DATE PLACE	ORGANIZATION	WORK THEME
27 November - 1 December 83 MOSCOW (USSR)	European Coordination Centre for Research and Documentation in Social Sciences	Motivation and occupational choice of young people

ANNEX 4

MEMBERS OF THE MANAGEMENT BOARD

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

Government Representatives:

Belgium	Mr. Jean Dequan
Denmark	Ms. Grethe Erskov
Greece	Ms. Katarina Grekiotou
France	Mr. André Ramoff
Germany	Mr. Alfred Hardenacke
Ireland	Mr. Arthur O'Reilly (Vice-Chairman)
Italy	Mr. Armando Gallo
Luxembourg	Mr. Norbert Feltgen
Netherlands	Mr. Herman Vrijhoef
United Kingdom	Mr. John Fuller

Representatives of employers' organizations:

Belgium	Mr. Francis Buchet
Denmark	Mr. Erik Tøttrup
Greece	Mr. Evangelos Boumis
France	Ms. Marie-José Montalescot
Germany	Mr. Helmut Brumhard (Chairman)
Ireland	Mr. Anthony Brown
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
Netherlands	Ms. Gertrude de Lange
United Kingdom	Mr. William G. Thorpe

Trade union representatives:

Belgium	Mr. Guillaume Sauvage
Denmark	Mr. Christian Aagard Hansen
Greece	Mr. Georgios Dassis
France	Mr. Michel Tissier
Germany	Mr. Felix Kempf (Vice-Chairman)
Ireland	Mr. Fintan Kennedy
Italy	Mr. Cataldo Di Napoli
Luxembourg	Mr. Jean Regenwetter
Netherlands	Mr. Herman Hugenholtz
United Kingdom	Mr. Fred Jarvis

Representatives of the Commission of the European Communities:

Mr. Jean Degimbe (Vice-Chairman)  
Mr. Hywel C. Jones  
Mr. Luciano Baroncelli

Observers:

Coordinator of the employees' group	Mr. Ernst Piehl (European Trade Union Confederation)
Coordinator of the employers' group	Mr. Franz Castin (Employers' Liaison Committee)

Meetings of the Management Board:

Berlin, 18 March 1983  
Berlin, 22 June 1983  
Berlin, 25 November 1983

The Bureau of the Management Board held 9 meetings.



ANNEX 5

**EXTRACT FROM THE REGULATION ESTABLISHING THE CENTRE**

Council Regulation No. 337/75 (1) 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".

**CEDEFOP - European Centre for the Development of  
Vocational Training**

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European Centre for the Development of Vocational Training  
Bundesallee 22, **D-1000 Berlin 15**, Tel. (030) 88 41 20

**CEDEFOP**