

Portugal

institutions, procedures
and measures

1987

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On the basis of an agreement of the directors general for employment, the Commission of the European Communities has created a Mutual Information System on Employment Policies (MISEP).

The system operates with a network of correspondents from the departments responsible for employment policy in the Member States and a centralised secretariat under the overall responsibility of the Commission.

It was set up by the Commission in response to the desire expressed by the Member States' delegations in the Council to be mutually informed on developments in national employment policy measures and structures. The objective of the system is defined as "to gather, synthesise, translate and disseminate relevant information in the Member States, serving each of the responsible national ministries and agencies in their daily decision-making", and aiding the Commission in its co-ordinating role at Community level.

The "Basic Information Reports", as they are called by the correspondents, describe the structure and content of employment policy in each Member State. All reports follow the same structure and contain the same basic information which is essential to an understanding of the way employment policy is conceived and operated.

The material in the Basic Information Reports has been provided by the national correspondents and is correct as at 1 January 1988. It is intended as a guide and an explanation of national policy measures in force at that date and is not a substitute for the corresponding legal texts. It is designed to describe the policies and practices in Member States without value judgements either on the part of the Commission or the national correspondents.

While these reports will be updated periodically, further information and regular updating of measures are published in "inforMISEP", and reproduced in "Social Europe".

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Chapter I: INSTITUTIONS

One of the fundamental principles of the Constitution of the Republic is that Portugal is a unitary state which, within its organisation, respects the principles of autonomy of the local authorities and the democratic decentralisation of public administration. The archipelagoes of the Azores and Madeira constitute autonomous regions having their own politico-administrative statutes as well as their own governmental bodies.

The institutions which act at the governmental level in defining and applying employment policies depend mainly on the Ministry of Employment and Social Security. In this chapter only the institutions on the mainland will be described, those proper to the autonomous regions being the subject of Chapter 5. These are:

- The *Ministerio do Emprego e Segurança Social* (MESS), the Ministry of Employment and Social Security (MESS)
(Basic laws: D.L. n° 47/78 of 21.03.78 and D.L. n° 549/77 of 31.12.77)
- The *Instituto do Emprego e Formação Profissional* (IEFP), the Institute of Employment and Vocational Training
(D.L. n° 247/85 of 12.07.85)
and the body in charge of apprenticeship (in the process of being revised)
(D.L. n° 102/84 of 29.03.84)

Similarly, there is a description of the tri-partite, advisory body to the Council of Ministers:

- The *Conselho Permanente de Concertação Social* (CPCS), the Standing Council for Social Concertation (CPCS)
(D.L. n° 74/84 of 2.03.84)

1. MESS - Ministry of Employment and Social Security

1. The primary purpose of MESS is to draft policies in the areas of work, employment and social security, as well as to coordinate the actions necessary for their implementation, while at the same time striving to improve the working conditions of the workers.

The organisation chart (Annex 1) sets out the present structure of the ministry (currently being revised), bringing out the various services in the areas of:

- | | |
|--------------|--|
| Work - | Services which operate under the direct responsibility of MESS |
| Employment - | IEFP under the direct tutelage of MESS. This body, which is entrusted with implementing employment policy, is described under 2 below. |

Social Security -The services operate under the direct responsibility of the secretary of state for social security. Among the institutions concerned is the *IGFSS*, the institute of financial management for social security, which is the body financing employment policy.

In addition to these services operating under the direct responsibility of *MESS* there are other bodies, including the following which have an important role in formulating employment policy:

- The role of the *Comissao Interministerial para o Emprego (CIME)*, the cross-departmental committee for employment (Resolution n° 380/80 of 7.11.80) it is to:

- * make proposals for defining an overall employment policy;
- * provide for the coordination of the implementation by the competent ministries of the policy approved;
- * ensure the coordination of all vocational training activities;
- * follow the development of employment problems;
- * draft opinions at the request of the Council of Ministers.

- *DEP*, the department of studies and planning (Decree-law n° 47/78 of 21.03.78, Articles 17 and 18), carries out studies which contribute to the formulation of *MESS* policy and draws up, in collaboration with the different services of the ministry, draft action plans and programmes.

- *DAFSE*, the department of relations with the European Social Fund (Decree-law n° 156-A/83 of 16.04.83) promotes workers' employment and geographical mobility by European Social Fund interventions.

2. *IEFP* - Institute for Employment and Vocational Training

IEFP is a body established under public law as a legal entity. It has administrative and financial autonomy as well as its own fixed assets. It operates under the supervision of *MESS*.

The tasks of *IEFP* are:

- * to promote as broad a knowledge as possible of employment problems and to spread this knowledge in order to contribute to defining and adopting an overall employment policy;
- * to ensure that the organisation of the labour market becomes an essential part of programmes aimed at achieving full employment;
- * to promote vocational information, guidance, training and retraining, the placement of workers -- attaching particular importance to young people leaving the school system and other socially disfavoured groups - job evaluations and manpower vocational and geographical mobility;
- * to promote, alone or in collaboration with other national or foreign bodies, improved productivity in all enterprises by means of vocational training activities;
- * to provide technical and financial assistance to initiatives which lead to the creation or maintenance of jobs within existing production units, or those to be created;
- * to participate in the coordination of technical cooperation activities in the fields of employment, training and vocational re-training carried out with national or international organisations as well as with foreign countries;
- * to collaborate in the design, drafting, definition and evaluation of overall employment policy, of which it is the executive body.

The organisational structure of *IEFP* consists of central and regional bodies:

- At the central level there is the Managing Board, the Executive Committee and the Finance Committee.

The Managing Board and the Financial Committee are tri-partite in structure, with representatives from public administration, and trade unions and employer confederations. Members representing the workers and the employers are designated by their respective groups and approved by the Standing Council of Social Concertation.

- At the regional level there are 5 regional delegations and regional advisory bodies, tri-partite in composition, with representatives of the respective *CCR*, the regional coordination committee, as well as trade union and employers' associations, chaired by the regional commissar.

The **central organisation** (decree n° 656/86 of 4.11.86) presented in the organisation chart (Annex 2) consists of, in addition to technical assistants and ad hoc support groups of the Executive Committee, the support bodies for finance, administration and human resources, as well as bodies active in the areas of employment, and vocational training and re-training.

In all, **IEFP** employs 2837 persons, 947 of whom are in central services and the remainder in the regions.

2.1. As regards **employment**, activities concern placement, information, vocational guidance, employment programmes and studies on employment.

For **placement**, and over and above protection measures in case of unemployment, the design, preparation and follow-up of placement methods and techniques aim to develop appropriate actions for special categories of jobseekers, to stimulate the balance between vacancies and jobs sought as well as to facilitate workers' occupational and geographical mobility.

Work as regards **information and vocational guidance** focuses on the design and updating of data for different target groups, particularly young people to enable their smooth integration into working life. Mention should also be made of collaboration with other institutions which are involved in research in this area, particularly the Ministry of Education and the universities.

As regards **employment programmes**, in addition to those developed by **IEFP**, activities concern the preparation and execution of development and sectoral restructuring programmes in cooperation with other bodies. Of particular importance as the efforts for programmes intended for special categories of workers, local employment initiatives, aids to handicrafts and prospecting for new investments.

Studies on placement cover the collection, processing and dissemination of information on the labour market as well as the drafting of a national classification of occupations in collaboration with the other bodies involved in the system of national statistics.

Furthermore, a distinction should be made between cooperation with universities and other research bodies aimed at providing a base on which actions linked to the application of policy can be anchored. There is also cooperation with international organisations for accompanying projects. It is within this framework that Portugal cooperates within the MISEP system.

As regards **vocational training**, **IEFP** is entrusted with developing training in the primary, secondary and tertiary sectors in particular to:

- describe the situation and trends as regards vocational training;
- study, define and evaluate activities carried out by vocational training centres or by other bodies supported by **IEFP**;
- participate in studies, implementation and evaluations of actions carried out within an international setting.

Furthermore, mention should also be made of the functions of the *CNFF*, the national centre for training trainers. *CNFF* carries out studies and research in the fields of learning and psycho-sociology applied to vocational training, whether this is for satisfying the needs of the trainers of the *IEFP* centres network or to provide technical support to other bodies which carry out training sponsored by *IEFP*. Particular importance is attached to training using audio-visual aids.

In the area of **rehabilitation**, *IEFP* contributes to defining a policy for the socio-professional integration of the disabled within the context of employment policy and vocational training, particularly through providing aid for various public, cooperative and private bodies. Studies are also carried out in this area, being accompanied by participation in international activities.

The **regional organisational structure** consists of 56 employment centres, 11 vocational training centres, 3 integrated employment and vocational training centres, one rehabilitation centre and one for sheltered employment. They are spread out as follows:

Northern regional delegation	21 employment centres; 3 vocational training centres;
Centre regional delegation	8 employment centres; 2 vocational training centres; one integrated employment and vocational training centre;
Lisbon and Tagus valley regional delegation	17 employment centres; 5 vocational training centres; one integrated employment and vocational training centre; one vocational rehabilitation centre; one centre for sheltered employment.
Alentejo regional delegation	7 employment centres; one vocational training centre; one integrated employment and vocational training centre.
Algarve regional delegation	3 employment centres.

There are plans for opening 10 new vocational training centres.

In addition to State centres which operate within the on-going activities of *IEFP* and which are an integral part of its organisational structure, there are 23 permanent vocational training centres for one or several branches of industry. These are public law bodies having their own legal character and having their own administration and finance as well as assets. These centres are managed by a managing board which is chaired by an *IEFP* representative (cfr P-iv 2.b).

2.2. A structure for organising **apprenticeships** has been established by the *MESS*, currently operating within *IEFP*. It is made up of a national apprenticeship committee and regional apprenticeship committees, tri-partite in membership. These are in charge of guiding and accompanying training programmes for young people.

STAFFING BREAKDOWN - 31.03.87

Regional bodies	Regional delegations					Total
	North	Centre	Lisbon & Tagus Val	Alentejo	Algarve	
Main office	68	46	84	23	18	239
Employment Cent	281	154	351	87	46	919
V.T. centres	126	50	300	31	-	507
Integ. Empl & V.T. centres	-	33	44	70	-	147
Retraining cent	-	-	51	-	-	51
Sheltered empl cen	-	-	27	-	-	27
Total	475	283	857	211	64	1 890

Apprenticeship is a system of alternating ("sandwich") vocational training consisting of a specific technical element and general training. The first is administered within companies, general training centres, centres of the chambers of commerce or vocational training centres recognised by IEFP; and the second normally in teaching establishments.

3. The Standing Council for Social Concertation

The CPCS, the standing council for social concertation, is an advisory body, tri-partite in membership. It is advisory to the Council of Ministers, having representatives of workers and employers' confederations. Its aim is to foster dialogue and concertation between the government and these organisations. Its tasks fall within the framework of economic policy and particularly that within the socio-occupational field.

The CPCS bodies are: the general assembly, the coordination council and the specialised sections which comprise a section on work, employment and social affairs, which can intervene directly as regards employment policy.

Chapter II: LEGAL FRAMEWORK AND PROCEDURES

1. NATURE OF THE LEGAL SYSTEM CONCERNING WORK AND EMPLOYMENT

a. The Constitution

The Portuguese Constitution has a decisive influence as regards the fundamental rights of the workers. This influence is to be found both as regards questions related to the linkages between the individual and work (where it lays down the rights connected with working conditions), but also in the whole area of the rights for protection against involuntary unemployment, the right to work and to social security and the right of the State implementing policies for promoting full employment, as well as the right to vocational training.

The Constitution furthermore recognises a series of rights stemming from collective freedoms, such as the trade union right to participation, the right to organise and the right to collective bargaining.

The precepts of the Constitution dealing with the fundamental rights of the workers are applied directly without there being any need for regulatory interventions. These precepts are binding on public and private sectors.

Within the framework of their attributions -- which have to be defined through their respective Statutes and with respect of the Constitution and the general laws of the Republic -- the autonomous regions (cfr Chapter V) can legislate on questions in which they have a special interest provided they are not specifically reserved for the exclusive competence of bodies dealing with sovereignty.

However, the Constitution lays down the limits of such power, forbidding in particular the limitation of the legally recognised rights of the workers or that the practice of any specific occupation or access to public employment be limited to those indigenous to a certain area.

b. The Civil Code

The Civil Code is an important source of labour law to the extent that an employment contract, as one of the bases of the legal-professional relationship and for all those aspects not specified in labour legislation, is part of the common system of contracts and duties.

Over and above this, the general criteria for interpreting and applying the law, defined in the Civil Code, are the basis of the principle of the most favourable treatment for the worker. It is this principle which applies in cases of competition between Instruments of Collective Rulings (IRCT). It also regulates the relationships between a collective agreement and an individual contract.

c. Labour Code

Not applicable.

d. The employment contract

In the Portuguese legal system, the individual employment relationship is the basis of the contract.

By means of an employment contract, the worker gives the employer, for a wage, the right to dispose of his manpower and to manage its suitable use. The employment contract has a regulatory function as well as a "constitutive" function of rights and duties between the parties.

The employment contract is purely consensual: no written formulation is required except in cases specifically laid down by the law.

One particular contract is termed *contrato de adesão* or *regulamento interno*, meaning of membership or standing orders/by-laws. This is used in large enterprises in which it is difficult for the employer to use his right to manage directly.

e. Laws and other instruments

Employment contracts are subjected in particular to legal standards adopted and published by the competent State organs (laws, decree-laws and regulatory decrees) provided they do not go against the standards laid down by the Constitution, civil law and international conventions -- which merit special mention in the hierarchy of the sources of labour law.

Among the State sources of labour law there are also ARTs, regulatory decrees on work. These are administrative acts through which occupational standards are laid down by law which are applicable to labour relations within specific categories of enterprises and for specific workers.

The right of the government to lay down standards is limited by decree-law n° 380/78 of 5.12.78, which spells out exactly those areas which can be the subject of an ART.

f. Collective agreements

Collective agreements are established between groups with the aim of regulating working conditions within industries/sectors or the enterprises in question.

Collective contracts (*contratos colectivos*) are agreements between employers' associations and trade unions. Collective accords (*acordos colectivos*) are agreements between trade union associations and various groups of employers concerning different enterprises. Enterprise agreements (*acordos de empresa*)

are those concluded between trade union associations and one single employer unit for one single enterprise.

The concerns of collective agreements change in line with the development of economic and social conditions in which productive activity is carried out.

From the viewpoint of its legal effectiveness, the collective agreement has two facets: it is compulsory and normative to the extent that, while defining the contents of collective agreements between the parties, it also concerns the workers as individuals, giving them the rights they can exercise within the framework of an individual employment contract.

g. Jurisprudence and customs

Customs and usages as regards work do not have a separate compulsory nature competing with the law in question; but they can clarify specific aspects of the working relationship if there is no compulsory or suppletory legal requirement, no collective regulation and no express demonstration of the willingness of the parties. Not being the source of law, and not having any of the characteristics of legal standards, they are only one element in integrating individual stipulations.

As regards labour law, the decisions of the labour courts can be the subject of an appeal before the appeals court, with only the supreme appeals court having the power to make **jurisprudence** uniform. To quote from the Code of Civil Procedure: "If, within the framework of the same legislation, the appeals court gives two adjudications which, on the self-same fundamental question of law, give two opposite solutions, it is possible to go before the Plenary Court to have it make a judgement". The supreme appeals court must resolve the conflict by drafting the statement which will constitute the doctrine having compulsory general force.

Over and above the normative character of jurisprudence as a source of law in the terms expressed, the decisions of the labour courts and the judgements of the supreme appeals court are frequently invoked in practice as arguments aimed at supporting specific legal settlements. These arguments only have relative force since since the principle of the compulsory nature of precedents does not apply in Portugal.

h. Legal provisions of the European Community

The main international labour standards are minimum in character. They consist of ensuring that the most favourable treatment is given to workers as it is agreed to by the legal rules internal to the States.

This principle is applied in the social standards emanating from the bodies of the European Community in accordance with the objectives laid down under Article 117 of the Treaty of Rome. It is preceded by an analysis to appraise the compatibility of the Portuguese legal system with specific Community acts.

Table 1: Community Law

Directives	National legislation which applies these directives
Directives 75/117/EEC of 10.02.75 and 76/207/CEE of 9.02.76 concerning the harmonisation of legislations on equality of treatment between men and women as regards pay, employment, vocational training and conditions of work	D.L. 392 of 20.09.79
Directive 79/7/EEC of 19.12.78 concerning harmonisation of legislations between men and women as regards social security	D.L. n° 45.266 of 23.09.63 D.L. n° 160/80 of 27.05.80 D.L. n° 170/80 of 29.05.80 D.L. n° 464/80 of 13.10.80 Decree n° 642/83 of 1.06.83 O.R. n° 26/77 of 4.05.77 Ruling approved 23.12.70
Directive 75/129/EEC of 17.02.75 concerning harmonisation of legislation dealing with collective dismissals	D.L. 84/76 of 28.01.76
Directive 77/187/CEE of 14.02.77 dealing with bringing together legislations dealing with maintaining the rights of workers in cases of the transfer of firms.	Art 37 of D.L. 49.408 of 24.12.69 D.L. 519-C1/79 of 29.12.79 Law 46/79 of 9.10.79 D.L. n° 396/86 of 25.11.86 concerning the creation and management of pension funds.
Directive 80/987/EEC of 20.10.80 dealing with bringing together legislations on protecting workers in cases of employer insolvency.	D.L. n° 50/85 of 27.02.85 R.D. n° 90/85 of 2.09.85 N° 4 Art 25 Law 28/84 of 14.08.84 D.L. 519-C1/79 of 29.12.79 D.L. 396/86 on pension funds

2. SUMMARY OF THE MAIN LEGISLATION

2.1. Regulations concerning the employment contract

Decree law n° 49.408 of 24.11.69 is the basic law as regards the individual employment contract, termed in short *LCT*.

The employment contract is defined with respect to the provision of dependent work (cfr definition 1 § d). This implies that specific types of the service provision, termed "autonomous" (or self-employment), are on the margins of labour law. One example of this is the contract for the provision of services (*contrato de prestação de serviços*) regulated under the Civil Code; this exists in various forms, the most important being the "task-specific contract" (*contrato de empreitada*) because of its similarity with the employment contract. Similar contractual forms include:

- * **Temporary employment contract or contract for hiring out manpower** (*contrato de trabalho temporário, locação de mão-de-obra*): This is when one enterprise hires out its manpower to another for a predetermined period of time and for a fee. This type of contract differs from the "task-specific contract" in that the personnel actually leased out, although paid by the leasing body, is functionally integrated into the user enterprise (the case of - paid - temporary placement services).

- * **Proxy contract** (*contrato de mandato*): This is when one of the parties agrees to carrying out one or several juridical acts for the other, for, it is presumed, no charge.

- * **Society contract** (*contrato de sociedade*): This is when two or more persons agree to contribute, with goods or services, to carrying out together a specific economic activity which is not simply usufructuary, but aims at dividing up the benefits of this activity.

- * **Participation contract** (*conta em participação*): This is when a trader concedes to a third party predetermined profit or loss sharing of his business provided that the third party provides capital or services.

The principles laid down in D.L. n° 49.408 apply to those labour relations which are legally autonomous, but in which the material conditions of the workers is similar to those who work for someone else. This refers to contracts aimed at providing services at home or those whereby the worker purchases the raw materials from a person to whom he subsequently resells the finished product.

These last two situations constitute the legal form of a **equivalent contract** (*contrato equiparado*) for which there is still no specific regulation. However, workers having a contract which is by law the equivalent of an employment contract are considered as working for a third party when it is a

question of repairing prejudices caused by accidents at work and occupational illnesses (cfr Law 2,127 under 2.4).

* **Special employment contracts** (*contratos de trabalho especiais*) establish dependent employment relationships to which the employment contract law does not directly apply, having their own regulations adapted to the specific characteristics of the sector in question:

Domestic services - D.L. n° 508/80 of 21.10.80;

Work in the country - ART: Decree on employment regulations for agriculture published in the *BTE*, 1st series, n° 21/79;

Work in the docks - D.L.n° 282-A/84 of 20.09.84 defines the legal system which applies to dockers and those working in dock areas

- D.L. n° 282-B/84 of 20.08.84 lays down the legal system of port operators and defines port operations;

Work in navigation - D.L. n° 45.968 of 15.10.64 lays down work done on board and the rights and duties of ship-owners and crews;

- D.L. n° 74/73 of 01.03.73 lays down the legal system for the merchant navy.

Employment contracts with public bodies or concessionary enterprises of public services are contracts for which adaptation of the *LCT* is laid down by regulation.

In summary, the law on the employment contract regulates the individual working relationship from various angles. It includes rules concerning the rights, duties and guarantees of the parties involved, the services required, and the remuneration as well as the general principles dealing with the work performed by specific categories of workers: women, minors and workers with partial disablement.

* **The limited term employment contract** (*contrato de trabalho a prazo* - D.L. n° 781/76 of 02.08.76) seeks to satisfy temporary manpower needs. It applies to seasonal or casual work and it cannot be modified by the *IRC*, the instrument of collective regulation.

This system has two characteristics:

- presentation in written form, indicating the length defined;
- successive renewal for a maximum of 3 years.

Termination of an employment contract

Dismissals

According to Portuguese legislation (D.L. n° 372-A/75 of 16.07.75 modified by D.L. n° 84/76 of 28.01.76) dismissals are not allowed without a valid reason nor for political or ideological reasons. The behaviour of workers which could constitute a valid motive for dismissal are listed exhaustively in the law. As soon as he/she detects a valid motive, the business head must undertake disciplinary action towards the worker.

The "workers' commission" (*comissão de trabalhadores*) also comes in at this time and can conceivably refuse the dismissal. In this case, the worker can ask the judicial system to suspend the dismissal.

The law defines collective redundancies as "the termination of employment contracts carried out at the same time or successively during a period of three months for a minimum of 2 or 5 workers depending on whether the enterprise employs up to 50 or more than 50 workers. Similarly, redundancies have to be due to the definitive closure of the enterprise or to staff reductions for structural or technological reasons.

The workers commission also comes into the process in so far as it gives its opinion to the Minister of Employment and Social Security in a period of 30 days, indicating at the same time the measures seeking to avoid dismissals or reduce their damages."

The law does not require authorisation by the Ministry of Employment for validating the dismissal, but it opens up the possibility for forbidding or reducing the effects through the adoption of specific measures.

The compensation due to the worker corresponds to one month's wage for each year of seniority and can in no case be less than 3 months.

2.2. Regulations concerning Remuneration for Work

2.2.1. Pay protection

Being one of the elements of the employment contract, remuneration is constitutionally protected within the framework of the fundamental rights of the workers. The Civil Code establishes the right to pay protection as well as a special guarantee of claims that workers can have vis-a-vis their employers on the basis of their employment contract, its non-respect or its termination. It also sets out that the worker cannot give up his claims for compensation to the extent that these are not distrainable.

The law on the employment contract sets out the general principles concerning remuneration. It defines the concept and the ways in which it is to be paid, at the same time as specifying a series of worker's rights in particular:

- * the right to not reducing remuneration, except in special cases (enterprises experiencing economic problems);
- * the right to remuneration corresponding to temporarily performing various tasks which are better paid than those for which the worker was hired;
- * the right to remuneration corresponding to the period of preventive suspension when bringing in a disciplinary procedure;
- * the right to a seniority premium for the worker who is the subject of collective redundancy.

Some of the provision of Law n° 17/86, of D.L. n° 398/83 of 2.11.83, D.L. n° 50/85 of 27.02.85 and D.L. n° 282-A/84 of 20.08.84 are particularly important as regards guaranteeing remuneration:

Law n° 17/86 governs the special legal effects resulting from delay in payment of remuneration of persons working for enterprises which are experiencing economic difficulties or have suspended their activities. As one of these special legal effects, the worker can demand being legally laid off while being able to draw an unemployment benefit. The worker is also guaranteed having his rights stemming from his employment contract maintained, in particular that of being paid the remuneration which was due to him/her at the time of the employment contract being suspended, as well as the interest payments on the amounts due.

Decree-Law n° 398/83 seeks directly ensure corporate reliability and to maintain employment. However, the measures advocated in this respect -- reduction in normal working time or suspension of employment contracts -- give the worker the right to wage compensation corresponding to 2/3 of his/her monthly remuneration and which can never be less than the national minimum wage nor three times more than that wage.

Decree-Law n° 50/85 has been established in line with EEC Directive 80/987/EEC of 20.10.80. It brings in a system of income guarantee aimed at providing workers with the payment of remunerations due to them but not paid by the employer body which has been declared closed, bankrupt or insolvent.

In the framework of special contracts, legislation has laid down the legal system of dock labour (cfr 2.1.). Decree-Law n° 282-A/84 of 20.08.84 also brings in a system of a guaranteed wage for port workers who are not permanent workers of the enterprises nor the ordinary staff of each port.

2.2.2 Formation of the Minimum Wage

The Constitution sets out the general criteria which have to be respected for determining remuneration and lays down that it is the duty of the State to fix and index the national minimum wage.

Two pieces of legislation are concerned as regards quantitatively fixing the remuneration. These set significant limits to contractual freedom. They result from the need for the government to intervene in an area where the defense of the workers' interests and the requirements of economic and financial stability must be properly balanced:

D.L. n° 69-1/87 of 9.02.87 (cfr Chapter V for the autonomous regions) lays down minimum remuneration as a protective measure applicable in 3 sectors of economic activity:

* household services	17,500 Esc
* agriculture	22,400 Esc
* industry, services and other workers	25,200 Esc

To a set of *LCT* principles, it adds regulations about the minimum wage for the youngest workers, as well as for workers who have a reduced capacity to work. To this end, it lays down reductions to the minimum guaranteed remuneration in the above-mentioned economic sectors as follows:

* worker under 17 years of age	-50%
* worker of 17 years of age	-25%
* apprentice, trainee less than 25 years	-20%
* worker with reduced capacity	not more than 50%

It also sets out reductions in minimum monthly remuneration according to the size and increases in charges of the employer body, and sets out the procedure for exemption.

It specifies that the amounts of minimum monthly remuneration must be reviewed annually according to their being in line with the criteria of the incomes and prices policy established in the *CPCS*, the standing council for social concertation.

In accordance with ILO Convention n° 26, D.L. n° 519-C1/79 of 29.12.79 deals with State intervention collective regulations by the adoption of *ARTs*, decrees for regulating work, which can be justified as a legitimate means of fixing minimum wages each time that the limitations of collective bargaining have to be compensated for.

D.L. n° 121/78 of 2.06.78 includes rules on wages which operate both at the level of the individual contract and that of the collective agreement itself:

- * It sets the limits to the *IRCT*, the instruments for collectively regulating work, forbidding any differentiation in fixing minimum remuneration between men and women carrying out identical professions.

- * It imposes limits to indexing additional services by ensuring that the overall amount, increased by financial reward from other services through individual contract or collective agreement, does not exceed 50% of the value of the basic remuneration received by the worker.

2.3. Regulations concerning working time

2.3.1. Length of working time

General system - D.L. n° 409/71 of 27.09.71

Current legislation defines the temporal dimensions of work undertaken by the worker through the employment contract and sets the maximum national limits for working time. Applying this system to work in ports will necessitate some adaptations (defined in the *IRCT*) because of the characteristics of these contracts. It can also be extended to the countryside by regulatory decree according to the adaptations required by the nature of such activity. Work in shipping and household services are exceptions to the legal system established under current legislation.

The provisions of the general system are as follows:

- * It regulates the normal length of working time by fixing maximum limits which cannot exceed 8 hours a day and 48 hours a week, and 7 hours a day and 42 hours a week for office workers.
- * It includes provisions on fixing work timetables, which falls within the competence of the employing body, although requiring the previous monitoring of the of the workers' commission when working hours are being changed.
- * It lays down the system of exceptional working hours for those with managerial, directing and surveillance functions.
- * It specifies the periods of activity, distinguishing between the opening period and the working period to designate respectively the period of activities for establishments selling to the general public and those of industrial establishments.
- * It regulates the organisation of shift work and night work. "Night work" is understood as work performed between 8.00 p.m. and 7.00 a.m. the following morning. It gives a 25% increase in remuneration to the same work as is performed during the day.

D.L. n° 348/73 subsequently laid down the significance of the regulation on the remuneration of night work. It excludes from the area of application of D.L. n° 409/71 specific forms of work which, although performed at night, do not give the right to any wage increase whatsoever, their remuneration already taking the nocturnal character of the work into consideration. D.L. n° 349/73 sets out these activities: shows and public entertainment, hotels and allied industries.

2.3.2. Reduction of working time

D.L. n° 409/71 lays down that the *IRCTs* contain regulations concerning the lowering of the maximum limits of the normal length of working time.

The cases of reducing working time at the level of the sector or of the enterprise have been defined by D.L. n° 505/74 of 01.10.74 according to which

lowering the maximum limits of the length of working time by agreement -- a reduction which is foreseen by D.L. n° 409/71 -- is conditional on the previous authorisation of the minister of employment and social security; it must be judged compatible with the economic development of the sector concerned.

Reducing working time also appears as an adequate legal instrument to ensure the viability of enterprises and employment maintenance. Such is the meaning of D.L. n° 398/83 of 02.11.83, which sees the reduction in working time as an adequate measure for lessening the serious consequences that the difficult situation of specific enterprises brings about for their workers.

2.3.3. Part-time work

D.L. n° 49/408 enables the half-time employment of workers with family responsibilities to be facilitated. This principle was reaffirmed by D.L. 409/71, which makes this form of work the subject of collective bargaining.

Law n° 4/84 of 5.04.84 subsequently established that workers with one or more children of less than 12 years of age have the right to work reduced or flexible hours according to conditions laid down by D.L. n° 135/85 and 136/85 of 3.05.85.

The special system of the worker-student -- Law n° 26/81 of 21.08.81 -- also enables a certain flexibility in working time.

2.3.4. Overtime

D.L. n° 421/83 of 2.12.83 applied to work carried out according to an employment contract with the exceptions of work in a rural setting, work in navigation and domestic service:

- * it defines overtime and lays down its compulsory character except for specific categories of workers (the disabled, minors, women who are pregnant or have children under 10 months).

- * it lays down the conditions linked to the situation of enterprises in which it proves to be necessary to make use of overtime.

- * it sets the limits:

- 160 hours per year
- 2 hours per normal working day
- for the number of hours equal to normal working time if work is done on compulsory or additional weekly rest days
- for the number of hours equal to half the normal working time if work is done during a half-day of additional rest.

Exceptions to this are the most serious situations -- needed to ensure the viability of enterprises -- for which there is no limit to overtime.

- * it determines the minimum increases for payment: 50% premium for the first hour and 75% for the following hours.

- * it fixes the amounts of the social security contributions of the worker and the employing body (25% of the increases in pay resulting from the overtime).

2.4. Regulations concerning health and safety at the place of work and protection for specific categories of persons

The Constitution lays down the right to organised work under conditions of social dignity enabling the personal development of the worker; it fits well with the norms of the *LCT* which imposes on employers a general duty of assistance. This general duty of assistance or protection is translated by the requirement to give the worker good working conditions, both physical and mental, as well as by the duty to ensure good safety and health conditions and to prevent risks of accidents at work or occupational illnesses.

Violating these standards is punishable under the terms of D.L. 492/85 of 26.11.85, which also gives the worker the right to break his employment contract by invoking justified cause.

The protection of specified categories of persons is ensured in pursuance of the provisions of the *LCT*.

2.4.1. Work of minors

The employer has the duty to provide minors working for him/her with the working conditions adapted to their age so as to prevent any harm to their physical, moral and mental development.

In the chapter dealing with regulations on night work, the law on working time (D.L. n° 409/71) expressly forbids minors under 16 years of age from working in industrial establishments, except when that is indispensable for their vocational training.

2.4.2. Workers with a reduced capacity to work

Enterprises and the State have to facilitate and promote the vocational reeducation and the employment of workers who have a reduced capacity to work, irrespective of the cause (accidents at work or others).

2.4.3. Women

Law n° 4/84 of 5.04.84 defines work which is completely or partly banned because it is likely to bring real or potential risks for the child-bearing function of the women:

- * it sets out tasks which are inadvisable during pregnancy;
- * it exempts pregnant women from performing specified legal duties and from specified requirements of functions.

Basic legislation (Health and safety at the workplace)

D.L. n° 46.923 of 28.03.66 lays down the lay-out and working conditions in industrial plants which are necessary to guarantee the cleanliness and safety of the working place as well as the safety and health of the general public and of the workers.

Decree n° 53/71 of 3.02.71 includes a general regulation on health and safety in industrial establishments.

In addition to these basic texts, there is a significant amount of legislation in the area including questions of standards for transporting dangerous materials, standards for labelling and safety, standards for storage and the industrial processing of oil as well as on explosive substances (activities of mines and quarries).

Basic legislation (Prevention and compensation for accidents at work and occupational illnesses)

Law n° 2.127 of 3.08.65 lays down the legal system governing accidents at work and occupational illnesses: workers and members of their families have the right to be compensated for damages inflicted. This is applicable to all workers bound by an employment contract or by a contract which is its legal equivalent (cfr 2.1.).

It excludes from the area of its application accidents which happen when performing casual or incidental working of short term duration, except when their aim is prospecting for profit.

D.L. n° 360/71 of 21.08.71 provides details relating to Law n° 2.127 on compensation. It has provisions illustrating the concepts of Law 2.127 concerning compensation -- accidents, work-place, normal travel, inexcusable fault, medical care, etc -- and rules dealing with declaring an accident and illness, compensation allowances, coverage of risks and the system of sanctions.

D.L. n° 47.511 of 25.01.67 and Decree n° 47.512 of 26.01.67 lay down respectively the organisation of and the rules governing the works medical services in commercial and industrial enterprises employing 200 persons or more.

Under the terms of Law 2.127, and as regards the principles of prevention, Decree-Law n° 47/78 establishes the creation of the Directorate General for Occupational Safety and Health, a directorate which has duties and competences as regards health, safety and risk prevention at the work-place (cfr organisation chart -- Annex 1).

2.5. Regulations concerning collective agreements

The Constitution confers on the trade unions the right to collective bargaining as one of the rights of the workers resulting from "collective autonomy". To this right there is a corresponding duty of employers and employers' associations to negotiate, and a duty of the State not to intensify the provision of legal standards imposing specific working conditions.

D.L. n° 519-C1/79 of 29.12.79 deals with the system of collective contracts.

Field covered - Legislation currently regulates collective working relationships between trade unions, employers and employers' associations. The system in question also covers public enterprises and public capital, with the

exception of that which is laid down in their respective regulations and in their separate statutes. It does not apply to public administration, nor to social security institutions which are each governed by separate special legislation.

Fundamental aspects -

Collective regulations of working conditions are made by collective agreements (cfr 1.f), by arbitrage decision or by agreement to join.

- The DL contains rules about the parties to and purpose of the collective agreements, which are negatively limited in certain areas. Thus, it expressly forbids regulating economic activities and supplementary allowances to persons insured by the Social Security institutions. It fixes the general conditions of validity and effective application of the collective agreement and sets limits on the coverage of the negotiations.

- It regulates the application of the collective agreement on the individual level and over time. It does this by laying down, on the one hand, that its application is limited to persons who are members of the signatory organisations, and, on the other, the minimum time periods for its validity: 12 months for remunerations and 24 months for the other clauses. The period of effective application follows the publication in *Boletim de Trabalho e Emprego*, the official gazette.

- It contains rules concerning the process of negotiation, the conditions to be respected in drafting the proposals and counter-proposals and in the final texts of the collective agreements as they are published. They cannot be published without having previously submitted them to the Ministry of Labour. This submission is a form of administrative control prior to the official legalisation of the agreement; however, it does not have constitutive character, nor does it validate the nil clauses of the agreement.

- It fixes how conflicts emerging from the negotiations should be peacefully resolved: conciliation, mediation and arbitration.

- It lays down the use of administrative acts by means of decrees regulating work (*Portarias de Regulamentação de Trabalho*) in typically conflictual situations of refusal to negotiate and stalling practices in the negotiation process.

Collective regulations in Public administration
(with the exception of the armed and militarised forces)

D.L. n° 45-A/84 of 3.02.84 describes the legal system in question:

- It deals with the regulations for the right of workers in the public administration to negotiate and applies the ILO Convention n° 151 ratified by Law 17/80 of 15.06.80.

- It lays down the rules for the negotiating process and considers as issues for negotiation anything which alters salaries and clauses dealing with finance, retirement pensions and social privileges. It excludes from negotiation matters relating to the structure, the attributions, the competence, the management and the working of public administration.
- It lays down a procedure for additional negotiation for conflict resolution.
- It stipulates that the agreement reached is not a collective agreement, but a recommendation which only has legal consequences once it has been integrated into the law or the appropriate regulation.

2.5.1. Conditions for collective bargaining

D.L. 121/78 of 2.06.78 requires the registration of collective agreements to observe specific conditions as regards duration of validity and contents, the correct definition of functions, classification of the occupations concerned and their breakdown in levels of qualifications.

D.L. 353-H/77 of 29.08.77 makes it possible for specified public sector enterprises and private sector enterprises which are experiencing troubled economic circumstances to discontinue the application, partially or totally, the clauses of *IRCTs*.

2.6. Regulations concerning training, retraining and advanced training

The basic law concerning the educational system, n° 48/86 of 14.12.86, lays down the regulations from the government side as regards vocational training. The government is currently (end 1987) preparing with the Ministry of Education a framework law on vocational training. The arrangements described below (law on apprenticeship and law on cooperating in the training effort) are thus in the process of being revised. The revision will take into account the current legal situation:

- Law on Apprenticeships (D.L. n° 102/84 of 29.03.84)

This law sets out the apprenticeship system based on a system of alternance (sandwich) training geared to young persons leaving the school system.

- Law on Cooperating in the Training Effort (D.L. n° 165/85 of 16.05.86)

This law lays down the training which has to be provided by enterprises or by other units of the public, cooperative or private sector entities, establishing the legal system of technico-financial supports provided by *IEFP*. These supports can take the form of *acordos* (agreements) or *protocolos* (protocols). *Acordos* enable specific and one-off vocational training activities to be undertaken. *Protocolos* seek to respond to the permanent vocational training needs of one or several sectors of the economy where they originate in *Centros Protocolares*.

2.7. Regulations as regards Discrimination

The principle of equality is guaranteed constitutionally by the prohibition on giving privileges or favour on the basis of sex, race, language, and political and religious beliefs. As regards labour law, the State has to ensure equality of access to occupational functions, jobs or categories. The principle of "equal pay for equal work" which stems from ILO Convention n° 100 is constitutionally guaranteed, these constitutional principles being anchored in D.L. n° 392/79 of 2.09.79.

This legislation also conforms with directives 75/117/EEC of 10.02.75 and 76/207/EEC of 9.02.76 concerning the implementation of the principle of equality of treatment between men and women as regards pay, employment, vocational training and working conditions. The main aspects are as follows:

- It defines various notions such as discrimination, pay, equal work and work of equal worth;
- It forbids the existence of restrictions on access to the employment of women and, under conditions of equal work or of equal worth for the same employer, it advocates equality of the sexes as regards vocational training, career and pay.

In order to promote the application of these requirements, a *Comissao para a Igualdade no Trabalho e Emprego* (commission for work and employment equality) was set up. It is composed of representatives of the Ministry of Employment, the "Commission for the Female Condition", trade unions and employer associations. Within the framework of its duties, the Commission should promote equality in deed between men and women which takes account of the whole of the conditions which surround work (cfr organisation chart - Annex 1).

Failure to respect the requirements set out in the legislation is punishable under the terms of D.L. 491/85 of 26.11.85.

The principle of non-discrimination is also a part of the legal standards relating to wages. This is the meaning of Article 8 of D.L. n° 121/78, which stipulates that *IRCTs* and individual employment contracts may not contain any differences in the determination of minimum wages between men and women performing identical professions.

3. Institutions and Functioning of the labour market

3.1. Employers' associations

By virtue of D.L. n° 215-C/75 of 30.04.75, *associações patronais* (employers associations) bring together and represent employers as the parties to employment contracts. They are distinguished from *associações empresariais* (associations of enterprises), whose main objective is to promote the interests of enterprises as economic agents. However, the system in question lays down the possibility of converting an *associação empresarial* into an *associação patronal* from the time that the same procedures for constituting it are observed.

- Procedure for constituting *associações patronais*

The law does not require a quorum but lays down that a quarter of the employer bodies concerned, or at least 20, register as members. A legal status (*personalidade jurídica*) is acquired by registering the statutes in the register of statutes of the Ministry of Employment and Social Security following their publication in the *Boletim do Trabalho e Emprego*, the official gazette. There are 375 *associações patronais*.

- Organisational structure

The law foresees the constitution of other organisational forms:

* *Federação*: The organisation of the *associações patronais* of the same sector. They number 7.

* *União*: The organisation of these *associações* on the regional level. They number 9.

* *Confederação*: Associations of *federações* and/or *unhões* and/or *associações patronais*:

- *Confederação da Agricultura Portuguesa*
- *Confederação da Indústria Portuguesa*
- *Confederação do Comércio Português*

The *associações patronais*, *unhões*, *federações* and *confederações* can all reach collective agreements and provide services to their members provided that such activities are not for profit.

The law forbids them from producing and commercialising goods and services for the market.

3.2. Trade unions

D.L. n° 215-B/75 of 30.04.75 defines the trade union as a permanent association of workers brought together for the defense and promotion of their social and occupational interests. This system is limited to workers in dependent employment.

Procedure for constituting trade unions

The law lays down that the deliberations of a constituting assembly of the whole trade union can only be valid from the time that it brings together 10% or 2,000 of the workers concerned, decisions having to be taken by simple majority.

Trade unions obtain a legal status after having had their statutes registered at the Ministry of Employment and Social Security which is required to publish the statutes in the *Boletim de Trabalho e Emprego* (III Series) within 30 days. The act of registration is not influenced by any administrative judgement on the legality of the statutes. It is an *a posteriori* system of legally monitoring the process of constituting and drawing up the statutes of the trade unions. 360 trade unions are registered.

- Organisation structure

* *Federação*: an association of workers having the same occupation or belonging to the same sector. There are 26 *federações*.

* *União*: an association of trade unions at the regional level of which there are 41.

* *Confederação Geral*: a national association of trade unions:

- *Confederação Geral dos Trabalhadores Portugueses* (CGTP)

- *União Geral dos Trabalhadores* (UGT)

- Competences

In the area of the rights and interests of the workers they represent, trade unions can conclude collective agreements and provide economic and social services to their members.

3.2.1. The principle of trade union freedom

This principle is recognised by the Constitution and encompasses all the guarantees which derive from the most important international laws such as the Universal Declaration of the Rights of Man and ILO Conventions 98 and 87.

3.3. Collective Bargaining and the Social Partners

Collective bargaining is not just recognised as a means of producing standards concerning working conditions, but also as the preferred means of dealing with common interests.

The system of collective agreements results from D.L. n° 519-C1/79 of 29.12.79 (cfr 2.5.).

3.3.1. Levels of negotiation

The different negotiating levels are the enterprise, the sector or "profession", the first being by far the most important.

There are no legal requirements for choosing one rather than another of these levels of negotiation. The body which takes the initiative in reaching a collective agreement -- one or more trade unions -- can choose the interlocutor (an employer or *associação patronal*) according to the level at which it wants to spread the results of the bargaining. The sole legal limitation to this freedom of choice stems from the degree of freedom to negotiate of public enterprises or those with public capital which co-exist, within their own sector, with private enterprises.

3.3.2. The social partners

The *associações patronais* and the employers, on the one side, and the trade unions, on the other are entitled to conclude collective agreements.

Public enterprises are considered as employer bodies since, although their relations with their personnel are of a private legal character, they cannot set up their own *associações patronais*.

Through trade unions and employers' laws (cfr 3.1. and 3.2.), the ability to carry out collective bargaining is a part of the legal status of the trade unions and employers' associations: any trade union or employers' association established according to the rules can take part in bargaining procedures, irrespective of its size and representative character.

The sole criterion of representative character stems from trade union membership and the area covered by bargaining: any trade union having among its members workers active in the area concerned is the sole representative body of these workers; if the trade union does not take part in the bargaining, these workers will not normally be covered by the agreement reached.

Limiting the effective application of the collective agreements exclusively to those who are members of co-signatory organisations means that recourse has to be had to the mechanism of *portaria de extensão*, extension decrees.

In practice, the extension is often decided as soon as an agreement comes into force. It takes account of protecting those workers who are not members of trade unions, members of minority trade unions which have not signed and enterprises which are not members of *associações patronais*.

In cases where recourse to an extension decree is impracticable, a *portaria de regulamentação do trabalho* (PRTs) -- a decree for regulating work -- can be brought in where there are no trade unions or employer associations. In the opposite case, sanctions can be taken for refusal to negotiate.

- Developments in industrial relations in 1986

State intervention in collective regulations has diminished of late, as is shown by the number of collectively negotiated *IRCTs* published in 1986 (399) compared with those laid down by the administration (209, only 4 of which are *PRTs*).

3.3.3. Collective work conflicts

Legislation on industrial relations lays down the following as means for resolving conflicts of interest: conciliation, mediation and arbitration. Recourse to one of these mechanisms is, generally speaking, non-compulsory except in cases of public enterprises, where arbitration can be made compulsory.

There is no rule of precedence between the different possible solutions, and the rules of procedure in the law concerning each of them are purely suggestions.

Use can also be made of PRTs in conflict situations stemming from the non-respect of the principles of good faith as regards negotiations (cfr 3.3.2.).

Conciliation is a privileged means of conflict resolution. The services of the Directorate General for Collective Working Relations (cfr organisation chart - Annex 1) are entrusted with conciliation. In 1986 these services intervened in 104 conflicts which arose during collective bargaining and 862 conflicts which arose from the application of legal instruments.

The final result of conciliation or an agreement by mediation is not automatic applicability. Only the decision of arbitration is considered to be an autonomous regulatory instrument; as for collective agreements, the decision has to be registered and published.

3.4. Corporate Bodies for Representing the Workers

3.4.1. *Comissoes de Trabalhadores*: The nature and system of workers' commissions

The Constitution and the Law n° 46/79 of 12.09.79 stipulate that workers' commissions are groups of representatives of the workers of one enterprise, governed by statute which they themselves approve. Their task is to defend the workers' interests and to become democratically involved in corporate working life.

The right to create workers' commissions is given to all workers bound by a contract of dependent employment within public and private enterprises as well as workers of public administration. Persons with a contract for the provision of services are not covered by this law.

Constitution

Workers' commissions are elected on the basis of lists presented by the permanent workers of the enterprise. Voting is direct and secret on the basis of proportional representation. Lists must be signed by 100 workers or 10% of those concerned.

The law lays down that in enterprises with geographically scattered establishments sub-commissions of workers can be constituted, which are bound by the general orientations of set down for the commissions.

The law also lays down that *comissoes coordenadores* be created to intervene in the reorganisation of production units, and to participate in drafting labour legislation as well as socio-economic plans of the sector or the respective region.

Composition of Workers' Commissions within enterprises

Number of workers	Sales volume (ECUs)	Number of members of Workers' Commission
Up to 10	Up to ECUs 30 million	2
From 11 to 200	More than ECUs 30m	2
From 201 to 500		3 to 5
From 501 to 1000		5 to 7
More than 1000		7 to 11

Powers of the workers' commissions

Workers' commissions have powers relating to information, consultation, financial control. They also have powers of decision on the management of social works, but not on corporate management.

The right to information is relatively broad since it includes "all information necessary for carrying out its activities".

In return, the members of the workers' commissions are required not to disclose confidential information, failing which they are punishable by law and by discipline.

Consultative powers

Some measures for managing or altering corporate structures need to have a report previously prepared on them by the workers' commissions. These include;

- * restructuring (*viabilização*) or programme contracts
- * corporate liquidation or the demand to declare bankruptcy
- * alterations in working hours
- * any measures leading to a reduction in staffing or deteriorating working conditions
- * approval of the statutes
- * appointment of managers
- * conclusion of economic restructuring agreements

Applying such matters without the previous opinion of the workers' commission causes them to be annulled.

Powers of control (*fiscalização*)

These are expressed by its right to check the appropriate use of technical, human and financial resources in accordance with legal statutory standards.

Workers' commissions do not have any legal status and, contrary to the trade unions, they have no rights to collective bargaining. The relationships between workers' commissions and trade unions are not clearly defined by the law which nevertheless strives to preserve the autonomy of each organisation.

3.4.2. *Comissoes Sindicais e Intersindicais* - Trade union and inter-trade union commissions

By virtue of D.L. n° 215-B/75, workers and trade unions have the right to trade union activities within the enterprise by means of trade union delegates, trade union commissions and inter-trade union commissions.

A *comissao sindical* is the organisation of trade union delegates of the same trade union within the enterprise or unit of production.

A *comissao intersindical* is the organisation of the delegates of *comissoes sindicais* of the enterprise or the unit of production. Its members must include the trade unions which have elected delegates within the enterprise. As regards carrying out its trade union activities, meetings can be held at the place of work during or outside working hours.

Meetings held during working hours cannot take up more than 15 hours a year. They must always be called by the *comissao intersindical* or by the *comissao sindical*, depending on whether the workers of the enterprise are represented by one or more trade unions.

The trade union delegates have a certain amount of time which they can use on their functions. This cannot be less than 5 hours a month, or 8 hours a month in the case of the *comissao intersindical*. The maximum number of trade union delegates who have these rights is broken down as follows (cfr following page):

N° of trade union members in the enterprise	N° of trade union delegates
Less than 50	1
From 50 to 99	2
From 100 to 199	3
From 200 to 499	6
500 or more	$6 + \frac{n}{200} - 500/200$

*n = number of workers

Trade unions delegates have special protection as regards transfers or dismissals as well as compensation (D.L. n° 68/79 of 9.10.79)

3.5. Wage councils

3.6. Size of enterprises and social and fiscal duties

Decrees n° 47511 and 47512 of 25/26.01.67 specify that enterprises employing more than 200 workers have the duty to set up private medical services.

Law n° 46/79 of D.L. n° 215-B/75 of 30.04.75 lays down that the establishment of workers' commissions is dependent on the size of the enterprise (cfr 3.4.1. and 3.4.2.).

4. JOBSEEKERS AND THE LEGAL CONDITIONS FOR UNEMPLOYMENT

4.1. Different categories of jobseekers

Those wishing to find work can register as jobseekers in the *Centros de Empleo - CE* - employment centres.

The number of jobseekers corresponds to the total number of persons aged 14 years or more registered in the *CEs* as looking for dependent employment. The registration of persons wishing to leave their current job or to take a second job is allowed, in addition to those who do not have a State-subsidised jobs and *candidatos desempleados*, unemployed persons.

The unemployed are considered to be only those jobseekers without work who are available to start work within a maximum of 30 days from the time of their registration. The nature of the employment sought does not play any role in their classification as being unemployed. Thus, this group embraces all persons who are looking for part-time employment or employment on fixed term contracts. Students who wish to work during the vacation are also registered as unemployed, as are retired persons from the time that they meet the general conditions described below.

There are currently five categories of jobseekers belonging to the three broad groups of jobseekers already mentioned (the unemployed, employed persons and persons on schemes):

- * the unemployed looking for their first job
- * the unemployed looking for a new job
- * persons who are employed
- * persons having a part-time job
- * persons on schemes (including participants in State-initiated temporary programmes)

Besides persons registered as jobseekers, *CEs* can also register persons who wish to obtain employment abroad. The requests of such persons are dealt with separately.

4.2. Unemployment compensation

There are two systems in case of unemployment (D.L. 20/85 of 17.01.85): an unemployment insurance system providing an unemployment benefit (*SD*), and an unemployment assistance system providing a social allowance (*SSD*).

4.2.1. Unemployment benefit (*SD*)

This is a social security allowance which protects workers who are involuntarily unemployed by granting them an unemployment benefit, the duration and amount of which are directly linked to the length of time for which contributions have been made.

Conditions for granting

To have the right to this benefit, the worker must be involuntarily unemployed, have worked for someone else for at least 36 months consecutively, full-time or part-time, and have as a consequence paid

contributions. The person can also have been in a situation of equivalence for the general system in which case he/she must have contributed on his real wages.

Persons drawing a disablement or old age pension have no right to benefits.

There are other conditions: the worker must be registered as a jobseeker in the CE of his/her area of domiciliation and must be available and able to work.

Beginning and duration of granting

The unemployment benefit is given from the date of presenting the request to the CE of the person's area of domiciliation, and within a period of 90 days from the start of unemployment.

Once the above-mentioned conditions have been checked, the worker has the right to receive the benefit for a period of 6 months, extended by one month for each period of 12 months of employment or equivalent situation.

If, when the period of granting the benefit has come to an end, the worker has reached the age of 62 years and meets all the other requisite conditions, he/she can claim the old age pension (cfr Chapter III, 7).

Amount of unemployment benefit

The amount given is equal to 60% of the average wage of the worker. This cannot be less than the national minimum wage of the sector in question. The maximum limit is an amount equivalent to three times this minimum wage. In specific cases, this amount can be equal to the average pay when this is below the minimum wage.

The minimum wage is revised annually.

Suspension of the benefit

The right to payment of the unemployment benefit is suspended during:

- * the period of employment or self-employment when this lasts less than 36 months
- * the duration of military service
- * the period of paying maternity or paternity allowances
- * the number of full months of financial compensation following the ending of an employment contract.

Ending of the allowance

Payment of the unemployment benefit ends under the following circumstances:

- * ending of the time limit in question;
- * employment or self-employment of the worker for at least 36 months consecutively;

- * refusal of a job or of suitable work (cfr 4.4.) or of vocational training;
- * becoming a pensioner if the legal age of retirement is reached or there is a disablement pension;
- * not to appear at a CE after having been summoned to it or in the case of false declarations made with the intention of benefiting from an allowance.

4.2.2. Unemployment assistance (SSD)

SSD is intended for workers who have exhausted their right or who do not meet the conditions for granting an unemployment benefit, provided that they are in difficult financial circumstances.

Conditions for granting

- * to be involuntarily unemployed, to be able and willing to work;
- * to be registered at the CE in the area of domiciliation and to have worked full-time for a third party for at least 180 days during the 360 days preceding the unemployment, shown by pay sheets -- or equivalent situation;
- * to have exhausted the right to unemployment benefit although, in this case, the duration of the payment of the SD is deducted from the duration of the payment of the SSD;
- * to be in difficult financial circumstances.

Duration of the granting

The period for granting the SSD is 15 months. However, it can be increased according to the age of the worker at the moment when the request for the SSD is made:

- * 50-54 years - payment for 18 months
- * more than 54 years - 24 months

Similar to the case of the SD, the worker who has reached the age of 62 years on completion of the 24 months can, should he/she so wish, claim an old age pension provided he/she meets the other criteria for granting.

Amount of the SSD

The amount of the allowance varies according to the size of the worker's family and the national minimum wage of the sector (RMNS). The variations are as follows:

70% of the RMNS	- no dependent
80% of the RMNS	- less than 3 dependents
90% of the RMNS	- 3-5 dependents
100% of the RMNS	- 6 or more dependents

The amount will be at least equal to the average pay when the application of the respective percentage gives a value higher than this pay.

The SSD is subject to a reduction of 20% during the last 90 days of payments.

As regards agricultural workers, the amount of the SSD corresponded (in 1986) to the fixed amount of the sickness benefit laid down in current legislation for these workers. They have been integrated into the general system since January 1987.

Suspension and termination of the allowance

The conditions for suspension and termination are similar to those for the SD except in cases of employment or self-employment for less than 180 days.

4.2.3. Foreign workers

Foreigners authorised to work in Portugal have the right to unemployment benefits under the same conditions as nationals. Besides Community standards on the cumulation of contributory periods proper to the countries of the Community, there is a convention between Portugal and the Netherlands according to which an unemployed worker of either country has the right to the amount and to the duration of the compensation given by the other country when he/she has to live there. The body responsible for managing this benefit is the *Instituto de Gestao Financiera da Seguranca Social* - the institute for the financial management of social security.

4.3. Requirements and monitoring

In accordance with current requirements, applicants must be subject to periodic checking, carried out at regular intervals of a maximum of 6 months.

The way of checking is to send a pre-paid post card on which the applicant is invited to indicate his/her situation and his/her wish to maintain, or otherwise, his/her registration. The absence of a response means that the person is struck off the register.

Other ways of checking arise from being summoned for a vacancy or a follow-up interview. Non-appearance to one of these summons also results in being struck off the register.

With the introduction of a computerised system in the CEs (a process which has started with several centres of the Algarve Regional Delegation), periodic checks are carried out at shorter intervals, a maximum of every three months. The pre-paid post cards are automatically sent by the central computer to the persons concerned, who must return them within 15 days to the CE in which they are registered.

In practice, these checks are more frequent for persons drawing an unemployment benefit, usually taking place at one month intervals.

4.4. Suitable work

According to D.L. 20/85 of 17.01.85 (Art. 51 n° 1), employment is considered to be suitable provided that

- * it is compatible with the declared skills of the applicant, given his/her literacy knowledge and his/her vocation established by declaration of the last employer;
- * the minimum pay is respected, as well as other legal conditions of the *categoria professionale* (vocational grouping);
- * it causes no serious prejudice to the person in question as regards in particular geographic movement to the place of work.

The same legislation (Art. 5 n° 2) brings in the concept of suitable work. According to this the person in receipt of unemployment benefit (SD) must work for employment creation programmes organised by non-profit associations provided that:

- * he/she is capable of such work
- * this work causes him no serious prejudice (cfr P-iii.2).

5. MATCHING SUPPLY AND DEMAND

5.1. Legislation/regulations and reality concerning placement

Legal basis: D.L. n° 247/85 of 12.07.85 which lays down the organisation chart of the national employment and vocational training institute, *IEFP*; *Portaria* (decree) 656/86 of 4.11.86 specifies the central services (cfr organisation chart 2).

Placement activities have their frameworks defined by by-laws (*instruções técnicas internas*).

Placement activities are not exclusively reserved for the public employment service since legislation exists relating to private, for-profit placement activities (D.L. 427/80 of 20.09.80), which, however, expressly forbids selection and placement activities of workers outside the country.

These regulations are currently being modified by legislation drafted in the light of the principles of ILO Convention n° 96; however, Part III of this convention was approved for ratification by D.L. n° 66/84 of 17.10.84.

5.2. Procedure for registering

Registering as a jobseeker at a *CE* is voluntary except for persons wishing to draw an unemployment benefit (*SD*) and unemployment assistance (*SSD*), in which cases registration is compulsory. The minimum age for registration is 14 years.

All jobseekers -- whether or not they have work -- who come to *IEFP's* *CEs* for internal or external placement have a placement interview; only after this interview is the jobseeker registered.

Jobseekers have to register at the *CE* in the area where they are domiciled. The placement interview enables data on the persons and their relevant backgrounds to be registered. The purpose is to ensure their adjustment and hence integration into working life.

Each jobseeker is given a vocational code according to *CNP*, the national classification of vocations - 1980 edition. This constitutes the main element for matching supply and demand -- vacancies and situations sought.

Jobseekers are divided into 5 categories according to their employment situation (cfr 4.1.).

Registration of a person at his/her local *CE* does not mean that in matching supply and demand he/she cannot be placed in another region, provided that allowances are granted for the cases of geographical mobility.

5.3. Functioning of placement

The approach of *CEs* to placement is based on personal contacts with the jobseekers during interviews aimed at enabling adjustment to be made to vacancies.

General information is provided on the regional and local labour market conditions, on alternative measures for integrating people into working life and the unemployment protection systems which are in operation. Vocational information is also given as well as guidance, detailed knowledge on career openings and/or the availability of vocational training courses.

Each time that it is necessary, jobseekers are examined by occupational doctors. Jobseekers looking for work abroad are informed about the conditions of vacancies which correspond to their profile. Where matches can be made, applicants are presented to the respective employers; once again, it is up to the CE to make the necessary approaches to find out about the outcome of the matching in order to receive qualitative and quantitative indications for its own action and to update its own files.

As regards the supply side, there is no requirement to inform CEs of available vacancies, except for vacancies abroad which are sent by the competent bodies to the Ministry of Foreign Affairs. The action of the CEs is to make a preliminary analysis of the vocational requirements and of the working conditions of the job and to check that they conform with current legislation. The second stage is possibly to negotiate about the conditions of the vacancies.

Vacancies are classified according to the CNP, using the same classifications' structure as for jobs sought.

In the same way as for situations sought, CEs provide employers with detailed information on employment policy measures which can bring them to use CE services to recruit workers or even to create new jobs.

CEs still use classical methods in this field: manual files. At present, only the Algarve Regional Delegation has a computerised system of for managing employment which enables it to consult files in real time, with all the advantages which this implies.

5.4. Computerisation of placement

In 1986 it was decided to launch a first stage of a computerised system in the CEs of the Algarve Regional Delegation of IEFP. This system is called *SIGE - Sistema Informatizado de Gestão do Emprego*. *SIGE* consists of elements from the main information sources of CEs: the supply and demand for employment.

Plans foresee that by the end of 1987 the CEs of the remaining four regional delegations will be equipped with this computerised service.

At present *SIGE* enables

- * files on job vacancies (supply) and situations wanted (demand) to be managed and updated in real time;
- * access to be had to different types of information;
- * lists to be obtained for pre-selection or automatic matching according to criteria defined by employment officers according to one or more variables;
- * summons to interviews to be managed;
- * presentations of applicants to employers to be managed;

- * various hard statistical data to be obtained on various fields: vocational, geographical and sectorial;
- * automatic monitoring and updating by letter of persons remaining registered for placement; and
- * a large range of statistical data to be obtained, taking into consideration the characterisation and the combination of variables relating to employment supply and demand.

The units of the regional delegation of Algarve also have access through their terminals to another computer system, that of the statistical department of the Ministry of Labour and Social Security: *DEMESS*. This includes an enterprise file. The system provides in particular the basis for sectorial programming activities (placement). The units also have access to various studies carried out at the local and regional level.

5.5. Placement of special categories

The measures taken by *IEFP* include:

- * special treatment for disabled jobseekers, including the spreading of specific measures;
- * temporary employment for young people less than 25 years of age registered as jobseekers in centres looking for their first job (cfr Chapter 3);
- * temporary employment for workers aged more than 25 years who have been unemployed for at least 12 months (cfr Chapter 3);
- * the diversification of vocational schools for women of less than 25 years of age and training in *IEFP* centres in traditionally male occupations (cfr Chapter 3).

5.6. New approaches to placement

The current economic situation requires that alternative solutions be found to the traditional matching process of supply and demand.

Along these lines, *IEFP* has participated in making known special local and national employment promotion programmes (grant-aided or not) to jobseekers and employers and being involved in their follow-up and evaluation.

To make the service better known to persons with the requisite vocational qualifications, advertisements are made in the press for job vacancies abroad which are difficult to fill on the basis of the registered jobseekers.

Chapter III: MEASURES

1. GENERAL DEVELOPMENTS/OVERALL MEASURES

- * Principles
- * Status and organisation of the employment services
- * General measures
- * Finance
- * Specific measures

2. EMPLOYMENT MAINTENANCE MEASURES

- See measures under point 5 - Aid to handicrafts (P-v.3)
- and Aid to cooperatives (P-v.4)

3. MEASURES GIVING AID TO THE UNEMPLOYED

- * System of unemployment benefit (P-iii.1)
- * Make work programme for those in receipt of unemployment allowances (P-iii.2)
- * Seasonal make-work programme (P-iii.3)
- * Grants for integrating young people into working life (P-iii.4)

4. TRAINING/RETRAINING/OCCUPATIONAL MOBILITY

- * Youth training: Apprenticeship system (P-iv.1)
- * Technical and financial support for cooperating in training:
 - Conventions (P-iv.2a)
 - Protocols (P-iv.2b)
- * Management training and corporate integration (P-iv.3)
- * Employment programme for technical managers in cooperatives (COOPEMPREGO) (P-iv.4)
- * Additional help for training ex-trainees in vocational training programmes (P-iv.5)
- * Public vocational training centres (P-iv.6)

5. JOB CREATION

- * Help in concluding open-ended employment contracts (P-v.1)
- * Local employment initiatives (P-v.2)
- * Aid to handicrafts (P-v.3)
- * Aid to cooperatives (P-v.4)
- * Self-employment by the unemployed in receipt of unemployment benefit (P-v.5)
- * Self-employment for ex-trainees of vocational training (P-v.6)
- * Aid for setting up as self-employed (P-v.7a)
- * Aid to self-employment linked to traditional Portuguese art (ACAI) (P-v.7b)
- * Aid to young entrepreneurs (FAIJE) (P-v.8)

6. SPECIAL CATEGORIES OF PEOPLE

* Youth

- Job creation for young people by means of exemptions from social security contributions (P-vi.J1)
- OTJ - Temporary work for young people (P-vi.J2)
- Temporary social work for youth people (P-vi.J3)

* Women (P-vi.F)

* Disabled

- Reduction of social charges to facilitate the vocational integration of disabled (P-vi.H1)
- Financial support for the socio-vocational integration of the handicapped:
 - * To become self-employed (P-vi.H2a)
 - * Compensation of employers (P-vi.H2b)
 - * Adaptation of work stations and elimination of architectural obstacles (P-vi.H2c)
- Sheltered employment programmes (P-vi.H3)
- Technical and financial aids for the vocational initiation of the disabled (P-vi.H4)

* Long-term unemployed

- ATO - Help to the long-term unemployed (P-vi.CLD1)
- Aid to LTUs through social works (P-vi.CLD2)
- CPC - Job incentives for conserving the social heritage (P-vi.CLD3)

7. WORKING TIME

- Regulations concerning overtime (P-vii.1)
- Early retirement
 - * for older workers (P-vii.2)
 - * for civil servants (P-vii.3)
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- Retirement for specific categories of people:
 - * of the mining industry (P-vii.6)
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- Career breaks (P-vii.9)
- Part-time work (P-vii.10)

8. PLACEMENT MEASURES

- Encouragements for geographical mobility (P-viii.1)

9. MISCELLANEOUS MEASURES

- Other legislative measures (reduction of or suspending working time, situations connected with involuntary unemployment, late payment of wages, and pay guarantees)

N.B.

(a) - Provisional/draft data

(b) - Unavailable data

1. Overall measures

1.1 Principles

The overall thrusts of governmental action for the 1987-89 period have been laid down. They bring out the links between the structural re-balancing of the economy and its finances, the enhancement of human resources and the strengthening of social solidarity.

(Resolution of the Council of Ministers, n° 12/87, 18.03.87)

The implementation of employment and vocational training policy is linked to the Government's overall, sectorial and regional development strategy. This development depends as much on macro-economic policies which determine the basic equilibria in the economy as on policies aimed at basic training and labour market flexibility.

(Programme of the X constitutional government - Official journal A, 16.11.87)

The medium term economic strategy laid down by the government refers to PRSDEC, a structural redressment programme for the foreign debt and unemployment for the 1987-89 period. This programme aims to redress the structural imbalances of the Portuguese economy and lay down various orientations, either of a sectoral nature or dealing with initiatives for enhancing employment.

(Resolution of the Council of Ministers n° 22/87 of 20.04.87)

In drafting general employment and vocational training principles, the State must guarantee the constitutional right to employment. This must be done by implementing socio-economic policy plans and programmes and acting in concert with the social partners.

(D.L. n° 444/80 of 4.10.80)

1.2 Status and organisation of the employment services

IEFP, the national employment and vocational training institute, is the body within the Ministry of Labour and Social Security (MESS) dealing with the application of employment and vocational training policy. It also contributes to the design and definition of employment policy overall.

(D.L. n° 247/85 of 12.07.85)

D.L. n° 58/86 of 20.03.86

D.L. n° 656/86 of 4.11.86)

1.3 General measures

New legal arrangements were brought in in 1986 for tackling phenomena on the labour market as a part of social and economic policy. These concerned aid for restructuring specific sectors of industry (D.L. n° 251/86 of 25.08.86) and measures for stimulating regional development (D.L. n° 283-A/86 of 5.09.86 and Decree n°495-A/86 of 5.09.86). As regards the latter, specific programmes were brought in for the following regions:

- * Norte Alentejo (Resolution of the Council of Ministers, n° 28/86 of 5.04.86)
- * Setubal peninsula (Resolution of the Council of Ministers n° 67/86 of 13.09.86)

1.4 Finance

In 1986 the system for financing employment policy was modified by creating a single social contribution. This brought together employers' and employees' contributions in a single Social Security budget. This budget provides financial support relating to employment and vocational training policy. This includes contributions of the national authorities to projects financed by the European Social Fund (D.L. n° 140-D/86 of 14.06.86 and D.L. n° 295/86 of 19.09.86)

1.5 Specific measures

Special employment policy measures are brought together within the setting of *MESS* interventions. Described below, these aim not just at contributing to a better matching (qualitatively and geographically) of labour supply and demand, but also to better meeting the needs of certain categories of workers, ie. young people, women, the disabled and the long-term unemployed. Measures concerning basic training and support for socio-occupational integration are included under vocational training: apprenticeships, advanced training, re-training and vocational conversions.

*

2. Employment maintenance measures

- | | |
|-----------------------|---------|
| * Aid to handicrafts | (P-v.3) |
| * Aid to cooperatives | (P-v.4) |

3. Measures giving aid to the unemployed

- | | |
|---|-----------|
| * System of unemployment benefit | (P-iii.1) |
| * Make work programme for those in receipt of unemployment allowances | (P-iii.2) |
| * Seasonal make-work programme | (P-iii.3) |
| * Grants for integrating young people into working life | (P-iii.4) |

SISTEMA DE PROTECCAO NO DESEMPREGO

System of unemployment benefit

Aim

To protect workers who are involuntarily unemployed by the provision of an unemployment benefit (SD) at rates and for durations which depend on the periods worked for and the amounts of contributions paid. There is also an unemployment assistance (SSD) for the unemployed who are economically deprived.

Legal basis

D.L. n° 20/85 of 17.01.85 (the previous legal basis (D.L. n° 183/77 of 5.05.77) was abrogated by D.L. n° 20/85)

Contents

The right to unemployment benefit is open to all those having worked in dependent employment for 36 months. The benefit is paid for a period of at least 6 months, corresponding to the minimum period of 36 months. This is extended by one month for each additional period of work of 12 months. The amount corresponds to 60% of the average monthly wage of the worker working in the sector concerned. In all other cases the wage-earner who has become unemployed receives unemployment assistance, the amount of which depends on the family situation and the sector of activity; the amount varies between 70% and 100% of the national minimum wage.

Financial resources

Sources: Social Security Budget (for the mainland)
Budget of the regional office managing unemployment funds
(Autonomous Region of the Azores)
Budget of the regional office managing the unemployment
funds (Autonomous Region of Madeira)

Amounts (million Escudos)

	1 9 8 5	1 9 8 6
Continent	12,244	17,993
Autonomous Region of Azores	136	210
Autonomous Region of Madeira	175	291

Institutional support

Requests for unemployment benefit and unemployment assistance must be submitted to the employment centre of the place of residence so that the requisite conditions for giving them can be checked. The final decision on giving benefits falls within the competence of the regional social security centre.

Duration

The system came into operation on 1 February 1985.

Effects

Numbers of persons drawing unemployment allowances in December		
1985	Continent	69,305
	Autonomous Region of Azores	882
	Autonomous Region of Madeira	1,171
1986	Continent	67,000
	Autonomous Region of Azores	800
	Autonomous Region of Madeira	1,300

P-iii.2

PROGRAMA OCUPACIONAL PARA TITULARES DE PRESTACOES DESMPREGO

Make work programme for those in receipt of unemployment allowances

Aim

To provide temporary work of community interest to those in receipt of unemployment allowances

Legal basis

D.L. n° 20/85 of 17.01.85 (Art 5.2)

Decree n° 247/85 of 2.05.85

Decree n° 66/85 of 14.06.85 (Joram n° 16 - Series I)

Contents

Programmes are organised by non-profit associations for the benefit of the community following approval by the Employment Services. No additional income is received for such work, except for financial reimbursements for transportation and maintenance, paid for by the organising associations.

Financial resources

Sources: Mainland - Social Security Budget (cfr P-iii.1)

Autonomous Region of Madeira - Regional Employment and Vocational Training Directorate

Institutional support

On the mainland, programmes are implemented by the regional services of IEFP whereas in the Autonomous Region of Madeira the Regional Directorate of Employment is responsible.

Duration

Unlimited - since March 1985

Effects

Number of persons affected in 1986:

Mainland	300
Madeira	350

PROGRAMAS OCCUPACIONAIS-SAZONAIS

Seasonal make-work programmes

Aim

To combat seasonal unemployment by means of providing temporary work for unemployed seasonal workers who do not fulfil the qualifying conditions for receiving unemployment allowances and are in an economically depressed situation.

Legal basis

D.N. n° 86/85 of 2.09.85

D.N. n° 75/86 of 29.08.86

Contents

These programmes are of limited duration, not being able to exceed the low season period. Promoters (managing agents) can be local authorities, public services, any private charity together with public, private and cooperative enterprises.

IEFP contributes to the remuneration of these workers (national minimum wage) for from 30% to 70% and sometimes even 100% in the cases of charities working in regions where social conditions are particularly harsh.

Financial resources

Source: IEFP budget

Amounts: 1986 - Esc 240,000,000

1987 - Esc 600,000,000 (budgeted)

Institutional support

The promoters of such programmes must present their project to the local employment services who then submit them to the Regional directorates of IEFP.

Duration

Since January 1986 low season periods have been fixed for each region by a decision of the Ministry of Work and Social Security on the basis of proposals by IEFP.

Effects

In 1986 an average of 1,678 persons were concerned.

P-iii.4

SUBSIDIO DE INSERCAO DE JOVENS NA VITA ACTIVA

Grants for integrating young people into working life

Aim

To provide grants for integrating into working life young people aged 18 to 25 years who have been looking for their first job for more than one year.

Legal basis

D.L. n° 156/87 of 31.03.87

Contents

Young people who are available for and capable of working must meet the following conditions to claim a grant:

- * to be enrolled for more than one year at the employment centre
- * to have completed their ninth year of schooling, or a vocational training course of *IEFP* or its equivalent
- * not to be enrolled in a programme protecting against unemployment
- * not to be enrolled in a training establishment or in a vocational training programme
- * to have a total aggregate per capita income of the family which does not exceed a certain limit.

The monthly amount of the grant corresponds to the value of the allowance paid under the non-contributory system of social security.

Financial resources

Source: Social Security budget

Institutional support

The regional employment services in cooperation with the social security institutions.

Duration

The measure came into force in May 1987. It lasts 15 months, being renewable after 1 year.

4. Training, retraining and occupational mobility

- * Youth training: Apprenticeship system (P-iv.1)
- * Technical and financial support for cooperating in training (conventions) (P-iv.2a)
- * Technical and financial support for cooperating in training (protocols) (P-iv.2b)
- * Management training and corporate integration (FIEQ) (P-iv.3)
- * Employment Programme for technical managers in cooperatives (COOPEMPREGO) (P-iv.4)
- * Additional help for training ex-trainees in vocational training programmes (P-iv.5)
- * Public vocational training centres (P-iv.6)

P-iv.1

FORMACAO DE JOVENS EM REGIME DE APRENDIZAGEM

Youth training: Apprenticeship system

Aim

To enable young people aged 14 to 24 who have completed their compulsory schooling and are jobseekers to obtain a vocational qualification which is indispensable for the transition from the school system to working life.

Legal basis

D.L. n° 102/84 of 29.03.84 (under revision)

Regulatory legislative decree n° 9/86/M of 14.06.86

Contents

An alternance, or sandwich, system of vocational training has been brought in. This consists of specific vocational-technical training as well as general training. The first is carried out within enterprises and within recognised training centres, and the second within training establishments.

The young people are tied to an enterprise by an apprenticeship contract. This tie is different from that of an employed wage-earner. Apprentices receive a training grant ranging between 30% and 60% of the national minimum wage between the first and fourth years of the apprenticeship. Participation by enterprises in this grant varies from 100% the first year to 25% the fourth.

Financial resources

Sources:

Mainland

IEFP budget

Autonomous Region of Madeira

Education Secretariat General budget

Amounts

1986

1987 (budget)

Mainland

Esc 554.709m

1,420.39m

Autonomous Region of Madeira

Institutional support

Mainland:

* National Apprenticeship Commission and regional apprenticeship commissions

Autonomous Regional of Madeira:

* Regional Apprenticeship Commission

Duration

Started in 1984, unlimited

Effects

In 1987, 1,710 young people were involved on the mainland.

P-iv.2a

APOIOS TECNICOS E FINANCEIROS A FORMACAO EM COOPERACAO (ACORDOS)

Technical and financial support for cooperating in training (conventions)

Aim

To provide technical and financial support for public sector, private and cooperative bodies which organise vocational training activities which have been the subject of agreements (protocols).

Legal basis

D.L. n° 165/85 of 16.05.85 (under revision)
D.N. n° 72/85 of 10.10.85
D.N. n° 73/85 of 10.10.85
D.N. n° 74/85 of 10.10.85
D.N. n° 16/86 of 19.02.86

Contents

Conventions enable specific, one-off vocational training activities to be undertaken by means of technical and financial supports.

Grants are given for amounts ranging between 45%, 60% and 75% of the real operating expenses according to the money available and the priorities defined annually in the vocational training programmes.

Loans are aimed either at purchasing equipment and buildings or at refurbishing, enlarging or adapting existing buildings. This equipment and these buildings must clearly be used for training. Loans cannot exceed 50% of the total mount of the investments being made.

Financial resources

Source: Mainland - *IEFP* budget
Autonomous Region of Madeira - Regional Education Secretariat budget

Amounts:	1985	1986
1987 (budget)		
Mainland	Esc 1,592.612m	4,929.135m
5,076		
Autonomous Region of Madeira		

Institutional support

Mainland: *IEFP*
Autonomous Region of Madeira: Regional Education Directorate

Duration

Since 1 May 1985

Effects

Participants	1985	1986
Mainland	60,000	142,000
Autonomous Region of Madeira		14

P-iv.2b

APOIOS TECNICAS E FINANCEIROS A FORMACAO EM COOPERACAO (PROTOCOLOS)

Technical and financial support for cooperating in training (protocols)

Aim

To provide technical and financial help to public, private or cooperative bodies organising vocational training activities which have been agreed to through protocols or agreements.

Legal basis

D.L. n° 165/85 of 16.05.85 (under revision)

Contents

Protocols are used to meet permanent needs in vocational training within one or more sectors. They establish bodies under public law -- "protocol centres" -- having their own legal entity, administratively and financially autonomous by means of their own assets.

Financial resources

Source: IEFP budget

Amounts 1985: Esc 1,921.115m

1986: Esc 2,563.006m

1987: Esc 4,563.516m

Institutional support

The "protocol centres"

Duration

The system started in March 1985

Effects

No data are available for 1985.

In 1985 8,000 persons were involved.

FORMACAO E INTEGRACAO EMPRESARIAL DE QUADROS (FIEQ)
Management training and corporate integration (FIEQ)

Aim

To provide young graduates with vocational integration, helping them to get their first employment at the same time enabling small and medium sized enterprises to draw on managers who, though having no professional experience, do have basic training.

Legal basis

D.N. n° 314/80 of 25.09.80

Contents

The programme is jointly organised by *IEFP* and *IAPMEI*, the support institute for small and medium sized enterprises. It includes an initial one month training period followed by 6 months practical in-company training.

The enterprises receive a monthly grant aimed at contributing to the pay of the graduate. The amount of this grant cannot be less than twice the minimum national wage.

Financial resources

Sources: Equal portions from the *IEFP* and *IAPMEI* budgets, with participation of the European Social Fund.

Amounts: 1986 Esc 27m (*IEFP*)

Institutional support

The programme is organised by *IEFP* and *IAPMEI*

Duration

The programme has been operating since October 1980.

Effects

Since 1980 the programme has involved nearly 800 young graduates, some 72% of whom have subsequently found employment in the enterprise. In 1986 180 graduates participated in the programme.

P-iv.4

PROGRAMA DE EMPREGO DE QUADROS TECNICOS EM COOPERATIVAS (COOPENPREGO)

Employment Programme for technical managers in cooperatives (COOPENPREGO)

Aim

To initiate young graduates into working life, helping them to get their first employment and at the same time helping cooperatives to meet their short-comings in technical executives specialised in organisation and management.

Legal basis

D.N. n° 160/82 of 4.08.82

Contents

The programme is jointly organised by *IEFP* and *INSCOOP*, the institute for the cooperatives. It consists of an initial period of one month's training followed by 6 months' practical training with a cooperative.

The cooperatives receive a monthly grant aimed at contributing to the pay of the graduates. This cannot be less than twice the minimum national wage.

At the end of the traineeship period, cooperatives which take on the graduate on a permanent basis are given an additional grant for an 18-month period. This is equal to 50% of that previously received.

Financial resources

Source: *IEFP* and *INSCOOP* budgets with European Social Fund participation.

Amounts : 1986 - Esc 85 662 000

Institutional support

IEFP and *INSCOOP*

Duration

Effective since August 1982

Effects

Since 1982 250 fresh graduates have gone through the programme. The percentage of subsequent employment was around 80%.

In 1986 120 graduates took part in the programme.

P-iv.5

APOIO COMPLEMENTAR DE FORMACAO AOS EX-ESTAGIARIOS DE FORMACAO PROFISSIONAL
Additional help for training ex-trainees in vocational training programmes

Aim

To round off, within an enterprise, training acquired in public centres and stimulate enterprises to create jobs.

Legal basis

D.N. n° 109/86 of 12.12.86

Decree n° 5/87 of 23.01.87 (Joram n° 3 - Series I)

Contents

Ex-trainees of vocational training are given a grant for a maximum period of 6 months. The grant is equal to the national minimum wage.

Financial resources

Source:

Mainland - *IEFP* budget

Autonomous Region of Madeira - Budget of the Regional Directorate for Social Security

Amounts:

Institutional support

Mainland: *IEFP* services

Autonomous Region of Madeira: Regional Directorate for Employment

Duration

Mainland: Since December 1986

Autonomous Region of Madeira: Since January 1987

CENTROS ESTATAIS DE FORMACAO PROFISSIONAL
Public vocational training centres

Aim

To enable participants aged 18 and over to gain technical and practical knowledge while qualifying through a vocational development or reconversion course adapted to the needs of the market.

Legal basis

D.L. n° 247/85 of 12.08.85

Contents

The training courses last 3 to 6 months during which the trainees receive, among other advantages, a training allowance.

The minimum qualification for participating in these courses is the ability to read and write. For specialised courses, the trainee has to have completed the 9th school year, or the equivalent.

Financial resources

Source: *IEFP* budget

Amounts: 1986 - Esc 888 267 000

Duration

Unlimited

Effects

1986: 1,500 trainees.

5. Job creation measures

- Help in concluding open-ended employment contracts (P-v.1)
- Local employment initiatives (P-v.2)
- Aid to handicrafts (P-v.3)
- Aid to cooperatives (P-v.4)
- Self-employment by the unemployed in receipt of benefit (P-v.5)
- Self-employment for ex-trainees of vocational training (P-v.6)
- Aid for setting up as self-employed (P-v.7a)
- Aid for self-employment linked to traditional Portuguese art (ACAI) (P-v.7b)
- Aid to young entrepreneurs (FAIJE) (P-v.8)

P-v.1

APOIO A CONTRATAÇÃO POR TEMPO INDETERMINADO

Help in concluding open-ended employment contracts

Aim

To encourage the creation of unlimited length jobs for either young persons or for the long term unemployed enrolled in employment centres.

Legal basis

IEFP Programme

D.L. n° 445/80 of 4.10.80 (n° 1Se)

Contents

Enterprises permanently hiring young persons aged less than 25 years or long term unemployed aged 25 years and over receive, for each job created, a non-reimbursable grant corresponding to 12 times the national minimum wage.

Financial resources

Source: IEFP budget with the participation of the European Social Fund

Amounts 1986 - Esc 149,040,000

1987 (estimate) - Esc 1,131,646,000

Institutional support

Enterprises are required to submit their job creation projects to the regional employment centres. Central IEFP services decide on whether or not to accept them.

Duration

Since 1 October 1986

Effects

In 1986, 552 persons participated in this programme. For 1987, 4,500 are foreseen.

INICIATIVAS LOCAIS DE CRIACAO DE EMPREGOS (ILEs)

Local employment initiatives

Aim

To stimulate the creation of local initiatives to generate local jobs which are economically and socially viable and integrated into projects stimulating local development.

Legal basis

D.N. n° 46/86 of 4.06.86

Contents

Technical and financial help is supplied. It is given in priority to initiatives which concern the greatest number of applicants for their first job, the unemployed and members of cooperatives (associates or partners). Financial support is given as non-reimbursable subsidies and/or interest-free loans.

Financial resources

Source: *IEFP* budget

Amounts: 1987 Esc 655,500,000 (estimate)

Institutional support

Requests for help are submitted to the local employment centres. The final decision is taken by the central *IEFP* services.

Duration

Since June 1986

Effects

APOIO AO ARTESANATO

Aid to handicrafts

Aim

To contribute to creating and maintaining employment in handicrafts for young persons looking for their first job, unemployed or under-employed workers and the disabled.

Legal basis

Decree n° 1099/80 of 29.12.80

Decree n° 802/82 of 24.08.82

Decree n° 156/86 of 21.04.86

Contents

Aids to handicrafts exist in the forms of financial aids (loans or grants), technical aids and the provision of services.

Financial aids are reimbursable, interest-free, if they are used for maintaining jobs. They are non-reimbursable when they are aimed at creating jobs. They cannot exceed the equivalent of 12 times the value of the minimum national wage per job created.

Financial resources

Source: Mainland - IEFP budget

Autonomous Region of Madeira: Regional Directorate for Social Security

Amounts:	1986	1987
Mainland Esc 91,400,000		400,000,000 (estimate)
Autonomous Region of Madeira Esc 800,000		

Institutional support

Mainland: Projects must be submitted to the regional services of IEFP

Autonomous Region of Madeira: Regional Directorate for Employment

Duration

Since 1982

Effects

Number of persons involved in 1986 on the mainland: 1,100

APOIO AS COOPERATIVAS

Aid to cooperatives

Aim

To contribute to the creation and maintenance of jobs within the cooperative sector in order to enhance the sector's development

Legal basis

D.N. n° 11/8/79 (Series II)

Common Ordinance 5.4.82 (Joram n° 12 - Series II)

Contents

Aids are financial in nature, given as loans or grants for interest payments.

For job creation, loans can equal up to 75% of the overall amount of investments or be equivalent to 5 years of the amount corresponding to the national minimum wage per job created.

For job maintenance, loans cannot exceed an amount equivalent to 2 years of the amount corresponding to the national minimum wage per job.

Financial resources

Source

Mainland: *IEFP* Budget

Autonomous Regional of Madeira: Budget of the Regional Directorate for Social Security

Amounts:

1987 (forecasts)

Mainland

900,000 Esc

Autonomous Region of Madeira

Institutional support

Mainland - Regional services of *EIFP* and *INSCOOP*

Autonomous Region of Madeira - Regional Directorate of Employment

Duration

Since August 1979

Effects

Numbers of persons concerned:

Mainland

1981:	1,700
1982:	750
1983:	1,030
1984:	660
1985:	35
1986:	-
1987:	30 (forecast)

P-v.5

CRIACAO DO PROPRIO EMPREGO POR DESEMPREGADOS TITULARES DE PRESTACOES DE DESEMPREGO

Self-employment by the unemployed in receipt of unemployment benefit

Aim

To enable the unemployed who are in receipt of unemployment benefit to set up on their own.

Legal basis

D.L. n° 20/85 of 17.1.85

Decree n° 365/86 of 15.7.86

Decree n° 92.86 of 8.9.86 (Joram n° 25 - Series I)

Contents

In addition to capitalising the overall amount of unemployment benefits, which should enable them to set up on their own, the unemployed receive a lump sum of Esc 120,000 for drawing up and financing their project.

Each project must be able to prove its viability.

Financial resources

Source

Mainland: Social Security Budget (cfr P-iii.1)

Autonomous Region of Madeira: Budget of the Regional Directorate for Social Security (cfr P-iii.1)

Institutional support

On the mainland, the regional employment services of *IEFP* and the social security institutions contribute to the measure, and, on the Autonomous Region of Madeira, the regional directorates for employment and social security.

Duration

Since May 1985

Effects

Number of persons concerned in 1986:

Mainland: 34

Autonomous Region of Madeira: 10

CRIACAO DO PROPRIO EMPREGO POR EX-ESTAGIARIOS DE FORMACAO PROFISSIONAL
Self-employment for ex-trainees of vocational training

Aim

To help young people under 25-years of age or the long-term unemployed who have completed *IEFP* vocational training courses to set up on their own.

Legal basis

IEFP programme

Contents

The provision of a non-reimbursable grant equivalent to 12 times the national minimum wage of persons who have completed their traineeship during the second half of 1986 and who intend to set up their own business.

Financial resources

Source: *IEFP* and ESF budgets
Amounts: 1987 - 227,292,360 Esc.

Institutional support

IEFP is responsible for carrying through the programme.

Duration

Since January 1987

Effects

It is expected that the programme will reach some 430 persons in 1987.

APOIO A CRIACAO DE ACTIVIDADES INDEPENDENTES

Aid for setting up as self-employed

Aim

To help young people aged 18-25 looking for their first job and the long-term unemployed to become self-employed.

Legal basis*

D.N. n° 19/87 of 19.2.87

Ordinance of 4.3.87 (Series II)

Contents

Provision of a non-reimbursable grant of 3,300 Esc per week in 1986, paid in a single installment, provided for a maximum period of 12 months, but not being able to concern more than one calendar year.

Financial resources

Source: Social Security Budget and ESF

Amounts: 1986 - 171,600,000 Esc

Institutional support

Requests must be submitted to the regional Social Security centre which is responsible for giving this aid.

Duration

Since 1 January 1986

Effects

1,000 persons were involved in 1986

* The previous legal provision (D.N. n° 12/86 of 12.2.86) was rescinded by D.N. n° 19/87

P-v.7b

**APOIO A CRIACAO DE ACTIVIDADES INDEPENDENTES NO AMBITO DA ARTE TRADICIONAL
PORTUGUESA (ACAI)**

Aid to self-employment linked to traditional Portuguese art (ACAI)

Aim

To promote self-employment by craftsmen who thereby continue crafts which are a part of Portugal's cultural roots.

Legal basis

IEFP Programme

Contents

The provision of grants, accompanying ESF grants, for craftsmen aged less than 25 years or the long term unemployed.

Financial resources

Source: IEFP and ESF budgets

Amounts: 224,230,000 Esc

Institutional support

IEFP is responsible for implementing the programme

Duration

Since January 1987

Effects

600 places are foreseen in 1987.

APOIO A JOVENS EMPRESARIOS (FAIJE)

Aid to young entrepreneurs (FAIJE)

Aim

To encourage young (18-30 years of age) persons to create their own firm.

Legal basis

Joint project of IEFP, the Secretariat of State for Youth as well as other bodies.

Contents

Financial contributions to investment projects submitted by young entrepreneurs with a view to creating "dynamism poles" of economic activities. Young entrepreneurs who do not have any training in management can follow basic training in this field.

Financial resources

Source: Budgets of IEFP, the Secretariat of State for Youth and other bodies.

Amounts: IEFP	55,000,000 Esc
State Secretariat for Youth	15,000,000 Esc
Other bodies	130,000,000 Esc

Institutional support

Duration

Started in 1986 (in North zone)

Effects

6. Special categories of workers

- Employment and vocational training for women (P-vi.F)
- Reduction of social charges to facilitate the vocational integration of the disabled (P-vi.H1)
- Financial support for the socio-vocational integration of the disabled (to become self-employed) (P-vi.H2a)
- Financial support for the socio-vocational integration of the handicapped (compensation of employers) (P-vi.2b)
- Financial support for the socio-vocational integration of the handicapped (adaptation of work stations and elimination of architectural obstacles) (P-vi.H2c)
- Sheltered employment programme (P-vi.H3)
- Technical and financial aids for the vocational integration of the disabled (P-vi.H4)
- Job creation for young people by means of exemptions from social security contributions (P-vi.J1)
- OTJ - Temporary work for young people (P-vi.J2)
- Temporary social work for young people (P-vi.J3)
- ATD - Help to the long-term unemployed (P-vi.CLD1)
- Aid to LTUs through social works (P-vi.CLD2)
- CPC - Employment promotion for conserving the cultural heritage (P-vi.CLD3)

P-vi.F

EMPREGO E FORMACAO PROFISSIONAL DE MULHERES

Employment and vocation training for women

Aim

To enable unskilled young (less than 25 years of age) unemployed women to be selected and trained

Legal basis

IEFP programme

D.L. n° 445/80 of 4.10.80 (n° 1,e)

Contents

To enable young unemployed women to have access to training in traditionally male occupations.

Actions are concentrated in the regions of the North (Porto), Lisbon and the Tagus valley (Alverca)

Financial resources

Source: Budgets of *IEFP* and the ESF for the 1986-88 period

Amounts: *IEFP* - 16,000,000 Esc

ESF - 20,000,000 Esc

Institutional support

These actions were undertaken to make the *IEFP* centres more dynamic

Duration

Since 1986 and for 3 years

Effects

36 participants

P-vi.H1

REDUCAO DE CONTRIBUICOES PARA A INTEGRACAO PROFISSIONAL DE DEFICIENTES

Reduction of social charges to facilitate the vocational integration of the disabled

Aim

To help the creation of jobs for disabled workers

Legal basis

D.L. n° 299/86 of 19.09.86

Contents

Employers who hire disabled workers for an unlimited time receive a reduction of nearly 50% of the social security contributions

Financial resources

./.

Institutional support

Social security institutions

Duration

Since October 1986

Effects

P-vi.H2a

**APOIOS FINANCEIROS A INTEGRACAO SOCIO-PROFISSIONAL DE DEFICIENTES
(INSTALACAO POR CONTA PROPRIA)**

Financial support for the socio-vocational integration of the disabled (to become self-employed)

Aim

Setting disabled persons up on their own (self-employment) in a profitable activity

Legal basis

D.N. n° 52/82 of 26.04.82 (art. 2)

D.N. n° 188/82 of 2.09.82 (Joram n° 25 - Series I)

Contents

The provision of financial support to cover the start-up expenditure of disabled persons in a profitable activity, in particular the purchasing of equipment, alterations to facilities or the payment of the entrance of the establishment. This non-reimbursable grant can be completed, if necessary, by an interest-free loan.

Financial resources

Source: Mainland - *IEFP* Budget

Autonomous Region of Madeira - Budget of the Social Security
Regional Directorate

Amounts: Mainland 1983 - 50,500,000 Esc

1984 - 62,000,000 Esc

1985 - 96,400,000 Esc

1986 - 254,000,000 Esc

1987 - 200,000,000 Esc (estimate)

Autonomous Region of Madeira: From 1982 to 1986 - 3,494,3654

Institutional support

Mainland: *IEFP* central services and regional employment centres

Autonomous Region of Madeira: Regional Directorate for Employment

Duration

Unlimited

Effects

Numbers involved

Mainland: 1983 - 169

1984 - 193

1985 - 211

1986 - 141

Autonomous Region of Madeira: 10 persons between 1982 and 1986

P-vi.H2b

**APOIOS FINANCEIROS A INTEGRACAO SOCIO-PROFISSIONAL DE DEFICIENTES
(COMPENSACAO AOS EMPREGADORES)**

Financial support for the socio-vocational integration of the handicapped
(compensation of employers)

Aim

To provide financial support, through grants, to enterprises or other bodies which employ the handicapped

Legal basis

D.N. n° 52/82 of 26.04.82 (Art. 3)

Contents

Enterprises hiring handicapped persons receive financial support during the period of adaptation or re-adaptation to work.

Aid is given for a maximum of one year. Its initial amount is reduced by 30% after the first 3 months, 50% after 6 months and 80% after 9 months.

Financial resources

Source: IEFPP Budget

Amounts: 1983 -	1,105,000 Esc
1984 -	600,000 Esc
1985 -	3,700,000 Esc
1986 -	4,100,000 Esc

Institutional support

IEFP central services and regional employment centres

Duration

Since April 1982

Effects

1983 -	13
1984 -	7
1985 -	30
1986 -	29

P-vi.H2c

**APOIOS FINANCEIROS A INTEGRACAO SOCIO-PROFISSIONAL DE DEFICIENTES
(ADAPTACAO DE POSTOS DE TRABALHO E ELIMINACAO DE BARREIRAS ARQUITECTONICAS)**

Financial support for the socio-vocational integration of the handicapped
(Adaptation of work stations and elimination of architectural obstacles)

Aim

Grants for enterprises or other bodies which are preparing themselves to hire handicapped persons and, to this end, need to adapt their equipment and facilities to their functional difficulties

Legal basis

D.N. n° 52/82 of 26.04.82 (Art. 4)

Contents

The grant for modifying work stations cannot be more (for each work station) than ten times the monthly amount of the highest unemployment benefit.

The grant for eliminating architectural obstacles cannot be more than ten times the monthly amount of the highest unemployment benefit.

Financial resources

Source: IEFP Budget

Amounts:

1983 -	320,000 Esc
1984 -	270,000 Esc
1985 -	2,500,000 Esc
1986 -	134,000 Esc
1987 -	7,500,000 Esc (estimate)

Institutional support

IEFP central services and the regional employment centres

Duration

Since April 1982

Effects

1983 -	3
1984 -	2
1985 -	8
1986 -	1

PROGRAMA SOBRE EMPREGO PROTEGIDO

Sheltered employment programme

Aim

To obtain paid jobs for handicapped persons which are integrated into national economic activities but can make use of special state support

Legal basis

D.L. n° 40/83 of 25.01.83

D.L. n° 196/85 of 24.06.85

Regulatory decree n° 37/85 of 24.06.85

Contents

The measure applies to persons who, because of their handicap, cannot be covered by general legislation on work. The measure seeks to raise the personal and professional standing of these persons, facilitating their possible subsequent transition to unsheltered work.

Financial resources

Source: IEFB Budget

Amounts:

1986 - 580,000,000 Esc

1987 - 230,500,000 Esc (estimate)

Institutional support

IEFB central services and the regional employment centres

Duration

Since May 1985

Effects

P-vi.H4

APOIOS TECNICO-FINANCEIROS A PRE-PROFISSIONALIZACAO DE DEFICIENTES

Technical and financial aids for the vocational initiation of the disabled

Aim

To have young disabled persons provided with vocational education and initiation

Legal basis

D.N. n° 388/79 of 31.12.79

Contents

Young trainees are assessed and receive education in and preparation for vocational activities adapted to the degree of their disability for the purpose of a specific vocational training programme, a regular job, self-employment or any other form of integration into working life

Financial resources

Source: IEFP Budget

Amounts:

1984	400,000 Esc
1985	1,000,000 Esc
1986	1,000,000 Esc
1987	1,700,000 Esc (estimate)

Institutional support

IEFP central services and regional employment centres

Duration

Since 1980

Effects

Some 1,000 young handicapped persons are involved.

P-vi.J1

CRIACAO DE EMPREGO DE JOVENS POR ISENCAO DE CONTRIBUICOES PARA A SEGURANCA SOCIAL

Job creation for young people by means of exemptions from social security contributions

Aim

To create permanent jobs for young people aged 16-30 looking for their first job.

Legal basis

D.L. n° 257/86 of 27.08.86

Contents

Exemptions from paying social security contributions for 24 months are given to employers signing an indefinite duration employment contract, full-time or part-time, with young people aged 16-30 years.

Financial resources

./.

Institutional support

Mainland: Social security institutions

Autonomous Region of Madeira: Regional Directorate for Social Security

Duration

Since February 1984

Effects

Number of persons concerned in 1986:

Mainland	3,000
Autonomous Region of Madeira	96

P-vi.J2

OCUPACAO TEMPORARIA DE JOVENS (OTJ)

OTJ - Temporary work for young people

Aim

To enable young people to be temporarily employed in community work

Legal basis

Resolutions of the Council of Ministers:

n° 16/86 of 6.02.86

n° 36/86 of 16.05.86

D.M. of 19.06.86 (Series II)

Resolution of the Council of Ministers n° 2/87 of 14.01.87

Contents

The programme is targeted at young people (under 25 years of age) wishing to obtain experience of working life. Work is for 40 hours a week, with monthly pay equivalent to 75% of the national minimum wage.

Projects can be presented by public or private, not-for-profit bodies. They are co-financed by the European Social Fund (ESF). Young people are selected according to clearly defined criteria.

Financial resources

Source: Mainland - Social Security Budget with ESF co-financing.

Amounts:

1986 - 1,130,000,000 Esc

1987 - 1,892,000,000 Esc (estimates)

Institutional support

Projects are carried through by the OTJ national commission on which IEFP and Secretariat of State for Youth representatives sit.

Duration

Launched in July 1986

Effects

Numbers involved:

1986
13,700

1987
10,000 (estimated)

OCUPACAO TEMPORARIA DE JOVENS EM EQUIPAMENTOS SOCIAIS

Temporary social work for young people

Aim

To encourage temporary work for young people aged less than 25 years.

Legal basis

D.M. of 18.08.86 (Series II)

Decree n° 2/MTSS/87 of 9.02.87 (Series II)

Contents

A grant is given -- amounting to 3,300 Esc in 1986 and 5,192 Esc in 1987 -- per week and per person employed for 40 hours a week in community activities, especially in dilapidated areas of large cities.

Financial resources

Source: Social Security Budget with ESF co-financing

Amounts: 1986 - 56,000,000 Esc

1987 -

Institutional support

Requests must be made to the regional social security centres who send the "nominative list" of the individuals helped each quarter to DAFSE, the service dealing with ESF business.

Duration

Since August 1986

Effects

Numbers of persons concerned:	1986	1987
	500	1,783 (estimated)

APOIOS A TRABALHADORES DESEMPREGADOS DE LONGA DURACAO (ATD)

ATD - Help to the long-term unemployed

Aim

To provide the long-term unemployed who are not in receipt of benefit with temporary employment in activities of community interest

Legal basis

D.M. of 19.6.86 (Series II)

Contents

The programme is targeted at LTUs aged 25 years and over. It seeks to offer an alternative to measures for protection against unemployment by maintaining wage-earners on the labour market.

Projects can be presented by public or non-profit private bodies. They are co-financed by the ESF. They provide a job averaging 40 hours per week and per worker. Each beneficiary receives an allowance equal to the national minimum wage.

Financial resources

Source: Social Security Budget co-financed by the ESF

Amounts:

1986 - Esc 972,990,000

1987 - Esc 2,721,120,000

Institutional support

The projects, which are implemented within the framework of the *IEFP* regional employment delegations, are presented to the local employment services.

Duration

Since October 1986 (6 months' minimum duration)

Effects

Numbers of persons concerned:

1986 - 9,000

1987 - 12,000 (estimate)

P-vi.CLD2

APOIO A TRABALHADORES DESEMPREGADOS DE LONGA DURACAO EM ENQUIPAMENTOS SOCIAIS

Aid to LTUs through social works

Aim

To provide LTUs aged 25 and above with temporary employment

Legal basis

Decree n° 2/MTSS/87 of 9.02.87 (Series II)

Contents

The provision of a grant of Esc 5,192 per person and per working week of the normal length for industry for LTUs in community activities, mainly for the most disadvantaged groups.

Financial resources

Source: Social Security Budget with ESF co-finance

Amounts:

Institutional support

Social Security institutions and the standing project coordination, follow-up and monitoring group of the State Secretariat for Social Security receiving ESF help (GRUFSE)

Duration

Since January 1987 (minimum of 6 months)

Effects

In 1987, 717 persons are involved

P-vi.CLD3

INCENTIVOS AO EMPREGO NO AMBITO DA CONSERVACAO DO PATRIMONIO CULTURAL

CPC - Job incentives for conserving the social heritage

Aim

To enable the unemployed aged 25 years and over to enter the labour market through vocational training actions enabling them to find either stable employment or to set up on their own

Legal basis

IEFP programme

Contents

The provision of technical aid and grants (with ESF support) to ensure, over a 39 week period, vocational preparation of a level sufficient to undertake various activities linked to the cultural heritage.

Financial resources

Source: IEFP and ESF budgets

Amounts: 1987 - Esc 484,112,989

Institutional support

IEFP is in charge of implementation

Duration

Since January 1987

Effects

380 persons are estimated to be involved in 1987

7. Working time

- * Regulations concerning overtime (P-vii.1)
- * Early retirement for older unemployed workers (P-vii.2)
- * Early retirement for civil servants (P-vii.3)
- * Early retirement for fishermen (P-vii.4)
- * Early retirement (P-vii.5)
- * Early retirement for people in the mining industry (P-vii.6)
- * Retirement of port workers (P-vii.7)
- * Retirement of ships' crews (except fishermen) (P-vii.8)
- * Career breaks (P-vii.9)
- * Part-time work (P-vii.10)

P-vii.1

REGULAMENTACAO DE CONDICAOES DE PRESTACAO DE TRABALHO SUPLEMENTAR

Regulations concerning overtime

Aim

To enable enterprises to face up to increased workloads, the nature of which does not justify further hirings; to enable enterprises to counter passing difficulties, at the same time as taking the labour market situation into account.

Legal basis

D.L. n° 421/83 of 2.12.83

Contents

The legislation defines the notion of overtime as well as the conditions in which it can be necessary to use it. The annual limit is, with a few exceptions, fixed at 160 hours. It also specifies the minimum pay for overtime as well as the corresponding social contributions.

Financial resources

./.

Institutional support

This measure is within the competence of the MESS services.

Duration

Unlimited

Effects

P-vii.2

REFORMA ANTECIPADA PARA TRABALHADORES IDOSOS DESEMPREGADOS

Early retirement for older unemployed workers

Aim

To enable older workers who are in receipt of unemployment benefits to obtain their old age pension early.

Legal basis

D.L. n° 20/85 of 17.01.85 (art. 10 & 11)

Contents

After having received unemployment benefit or having received unemployment assistance for 24 months, any person having reached the age of 62 has the right to an early retirement provided that he/she fulfills the other legal requirements.

Financial resources

Institutional support

Social Security institutions

Duration

Since February 1985

Effects

P-vii.3

REFORMA ANTECIPADA PARA FUNCIONARIOS PUBLICOS

Early retirement for civil servants

Aim

To enable civil servants and public employees to retire as soon as they have completed 30 years of service

Legal basis

D.L. n° 116/85 of 19.04.85

Contents

Civil servants and employees of central, regional and local administrations, can, having the right to a full pension, voluntarily request their retirement, on completing 36 years service and whatever their age.

Financial resources

State budget

Institutional support

Services of the central, regional and local administrations and
General Retirement Fund

Duration

Since April 1985

Effects

REFORMA PARA PESCADORES

Early retirement for fishermen

Aim

To enable fishermen to take their retirement at an age below the normal age.

Legal basis

Degulating decree n° 40/86 of 12.10.86

Contents

Taking the length of work into account, the minimum age limits have been fixed at 55 and 50 years for persons with, respectively, 30 or 40 years of service.

Financial resources

Source: Social Security Budget

Institutional support

Social Security institutions

Duration

Since July 1983

Effects

P-vii.5

PRE-REFORMA

Early retirement

Aim

To enable enterprises and workers over 55 years of age to draw on early retirement measures through exemption to social security contributions

Legal basis

D.N. 103/85 of 2.11.85

Contents

The link between work and the level of pay are maintained so that a dispensation can be given from working as well as a reduction of social security contributions for employers and wage-earners. The percentages which are applicable are 14.6% (instead of 24.8%) for employers and 7% (instead of 11%) for wage-earners.

Financial resources

Institutional support

Social security institutions

Duration

Since April 1985

Effects

REFORMA PARA TRABALHADORES DA INDUSTRIA MINERA

Retirement for people in the mining industry

Aim

To give persons in the mining industry the opportunity of retiring at an age less than the normal age.

Legal basis

Decree n° 656/81 of 1.08.81

Contents

Due to the arduous character of their work, such persons have been given the right, under specified conditions, to an old age pension from 50 years of age

Financial resources

Source: Social Security Budget

Institutional support

Social Security institutions

Duration

Since August 1981

Effects

P-vii.7

REFORMA PARA TRABALHADORES PORTUARIOS

Retirement of port workers

Aim

To give port workers the opportunity of retiring at an age less than the normal age.

Legal basis

Decree n° 740/83 of 29.06.83

Decree n° 614-B/84 of 20.08.84

Contents

Due to the arduous character of their work, such persons have been given the right, under specified conditions, to an old age pension from 55 years of age.

Financial resources

Source: Social Security Budget

Institutional support

Social Security institutions

Duration

Since July 1983

Effects

REFORMA PARA TRABALHADORES MARITIMOS (excepto PESCADORES)
Retirement of ships' crews (with the exception of fishermen)

Aim

To give ships' crews the opportunity of retiring at an age less than the normal age.

Legal basis

Decree of 2.01.76

Decree n° 804/77 of 31.12.77

Contents

Ships' crews (oceanic and coastal) have been given the right to an old age pension from 55 years of age if they have been to sea for 15 years.

Financial resources

Source: Social Security Budget

Institutional support

Social Security institutions

Duration

Since 1976

Effects

P-vii.9

INTERRUPCAO DA CARREIRA PROFISSIONAL

Career breaks

Aim

To enable career breaks to be taken to look after minors.

Legal basis

Law n° 4/84 of 5.04.84

D.L. n° 135/85 of 3.05.85

D.L. n° 136/85 of 3.05.85

Contents

To care for their children, workers (mothers and fathers) have the right to take a break from work of 6 months -- which can be extended to 2 years -- from the completion of the maternity leave.

Financial resources

Institutional support

Private and public sectors

Duration

Since April 1985

Effects

TRABALHO A TEMPO PARCIAL

Part-time work

Aim

To enable workers with children of less than 12 years of age to make use of part-time work.

Legal basis

Law n° 4/84 of 5.04.84 (Art. 15)

D.L. n° 135/85 of 3.05.85 (Art. 18)

D.L. n° 136/85 of 3.05.85 (Art. 18)

Contents

Workers with children of less than 12 years of age have the right to work reduced hours, with pay corresponding to the hours worked.

Financial resources

Institutional support

Public and private sectors

Duration

Since April 1985

Effects

8. PLACEMENT

- Encouragements for geographical mobility

*

P-viii.1

INCENTIVOS A MOBILIDADE GEOGRAPHICA

Incentives for geographical mobility

Aim

To create incentives for geographical mobility for the unemployed, workers who are under-employed or who work part-time and are willing to accept a vacancy which implies a change of residence (except in the districts of Lisbon and Oporto).

Legal basis

D.L. n° 206/79 of 4.07.79

D.L. n° 302/79 of 28.09.79

Contents

The following financial support is given:

- * payment of travel expenses
- * grant for the probation period equal to 1/20th of the national minimum pay per day
- * grant for removal expenses of the worker and his family group
- * fitting out grant of an amount equal to the national minimum wage or twice that amount in cases of removals for the family group

Financial resources

Source: *IEFP* budget

Amounts: 1987 - Esc. 10,500,000

Institutional support

Employment services

Duration

Since September 1979

Effects

9. Other measures

Other measures are mentioned in Chapter 2:

- * D.L. n° 398/83 of 2.11.83
- * D.N. n° 35/84 of 13.02.84
- * Law n° 17/86 of 14.06.86
- * D.N. n° 90/85 of 2.09.85

They concern the reduction of working time, suspending benefits, situations connected with involuntary unemployment, situations with late payment of wages, and finally pay guarantees in cases of enterprises which shut down, go bankrupt or insolvent.

Chapter IV: INFORMATION AND RESEARCH

1. INFORMATION

The statistical information which the government for drafting and carrying through of employment policy is contained either in the labour statistics themselves (the areas of work and employment), or in the social security statistics.

According to the present statistical system (which is being restructured), producing statistics in these fields at the national level is the task of the *INS*, the national statistical institute, and of the two delegated organs:

- * the statistical department of the ministry - *DEMESS* - for the areas of labour and employment statistics (Decree n° 196/82 of 9.05.82); and

- * the *IGFSS*, the financial management institute of the social security for social security statistics (Decree n° 780/77 of 23.12.77)

In both cases on the basis of drafting their own annual programmes.

Between these producing bodies and their counterparts in the autonomous regions agreements have been worked out which ensure coordination with the system at the national level.

1.1. *INE*, though entrusting *DEMESS* with labour and employment statistics, excludes surveys of families and, generally speaking, surveys to be carried out within the framework of the European Communities. All other statistical exercises to be carried out within the Communities are the subject of one-off, joint analyses in conformity with the coordination role of *INE* towards the statistical bodies of the Community.

On the other hand, *DEMESS* has been given the task of statistical coordination in those areas entrusted to *MESS* and its dependent bodies, such as *IEFP*.

Table 1 (Annex 3) provides an inventory of the labour statistics produced and how often they appear. Annex 4 lists publications of *SICT*, the scientific and technical information service of *MESS*.

IEFP publishes a review of studies and technical information three times each year (n° 1 January 1987), in addition to monthly information on the employment market.

1.2. Among the social security statistics having implications for employment policy, the following topics can be distinguished which were included in the 1986 annual statistical programmes of *IGFSS*:

- * Financing employment policy
- * Protection against unemployment
- * Protection of young persons
- * Working population
- * Family and community
- * Invalidity, rehabilitation and third age.

In these areas, *IGFSS* publishes the monthly social security statistics (demographic and financial data), the annual financial accounts of the social security, and the statistical yearbooks of the social security (demographic and financial data).

2. RESEARCH

The areas of activity of *IEFP* (within the framework of its competence outlined in chapter 1) concern research resulting from links with both the universities and research centres. On-going research covers the following topics:

2.1. Research on employment, technology and innovation in Portugal

Bodies: *CISEP*, the centre for research on the Portuguese economy of the higher institute of the economy and *IEFP*.

Period and duration: Beginning of 1987 for 24 months.

Aim: To study both historically and in a forward-looking way the interactions and inter-linkages between the development of the structure of employment and technological change.

Cost: Esc 2 500 000

Activities included within the project:

1° Specific examination of the data concerning numbers of employees of enterprises, which are sent annually to *MESS*.

2° Postal survey of 10 000 establishments on their situation at a given point of time.

3° Survey on employment, technology and innovation in 100 enterprises since 1945.

4° Direct survey of the workers.

2.2. Research on development of the system of labour relations in shipyards - a sociological case study of Lisnave and Setenave.

Bodies - *CIES*, the sociological research and studies centre of *ISCIE*, the higher institute of labour sciences and of the enterprise.

Period and duration: September 1986 for 24 months

Aim: To obtain enhanced knowledge of realities, of the instruments and the conditions of employment policy as a form of creating a setting which increases the favorable opportunities for concertation and which has a decisive impact on the conditions of managing enterprises in sectors which are in crisis;

Cost: Esc 520 000

Activities included within the project:

1st phase: Literature survey and analysis

Preparation of questionnaires and interviews; implementation thereof and analysis of the material collected.

2nd phase: Drafting intensive questionnaire and final report, followed by discussion.

Chapter V: THE AUTONOMOUS REGIONS

RAA: The Autonomous Region of the Azores

I. Institutions

As described in Chapter 1, the archipelago of the Azores is an autonomous region with its own governmental bodies, to wit the Regional Assembly and the regional government consisting of a President and regional secretaries.

The areas of employment and vocational training are the responsibility of the regional secretary for labour (SRT), the executive body for which is the regional directorate for employment and vocational training.

Under the terms of the framework law on employment promotion (Regional decree n° 16/82/A of 9.08.82), the following areas are embraced: job creation, maintenance and re-establishment; enterprises experiencing economic problems; enterprises in crisis sectors or those being restructured; re-employment; cooperatives and handicrafts; the non-structured sector of the economy and local or regional employment initiatives.

The following are also involved in this area in addition to the SRT: on the one hand, the regional office for managing the employment fund, as a financial body and, on the other, the regional advisory council for employment and vocational training, the purpose of which is to ensure the participation of the social partners in implementing employment policy.

In its structure, the regional directorate for employment and vocational training, DREFP (which has a total staff of 73 persons) consists in particular of 3 employment centres and one vocational training centre (cfr organisation chart 3, annex 5):

- * the Ponta Delgada employment centre (St Miguel and Sta Maria islands)
- * the Angra do Heroismo employment centre (Terceira, St Jorge and Graciosa islands)
- * the Horta employment centre (Faial, Pico, Flores and Corvo islands)
- * the vocational training centre of the Azores (cfr P/A-iv.2)

II. Legal framework and procedures

Nature of the legal system relating to work and employment

As regards legislation, what falls within the ambit of the regional authorities is defined by the Constitution. This gives the Regions the power to pass laws on questions of specific interest and to apply national legislation by regulations when such competence is not reserved to the sovereign bodies (cfr Chapter 3).

As regards the field of work and employment, the process of regionalisation was started after the coming into force of the 1976 Constitution. D.L. n° 243/78 of 19.08.78 gave the governments of the autonomous regions, and hence of the Azores, power to carry out within their respective territory a set of

jurisdictions which had previously been in the hands of the bodies or services of the national government.

In these areas, the general laws of the Republic apply to the autonomous region once the regional bodies have been consulted (according to the constitutional rules) about their contents, during the drafting stage. The usual outcome of this is that the same legislation endows autonomous regions with specific competence or enables them to carry out adaptations to their specific regions, while respecting the general principles laid down.

But the regional services are the sole entities responsible for applying the legislation. To this end they act according to their own criteria adapted to local realities. Thus, the relationships with social partners and other bodies concerned with administrative procedures relating to work and employment as well as to solving labour relations problems, at both the individual and collective levels, are the responsibility of and fall within the ambit of the competent bodies of the regional autonomous administration.

Summary of the main legislation

The legislation which is in force in the region, particularly that in the field of work, is to a large extent the national legislation. Yet, in exercising its own powers (as described in the previous paragraph) the region has drafted some specifically regional legislation including the following:

- a) Regional decree n° 24/79/A of 7.12.79 which defines the basic principles of the rural system of work and improving the working conditions of this sector. This legislation is a first attempt in Portugal in defining a legal system for rural work;
- b) Regional legislative decree n° 25/84/A of 27.08.84, by virtue of which all fixed term employment contracts concluded in the Azores must be registered at the SRT, the aim being to regulate fixed term contracts by means of enhanced monitoring of the legality of the contracts concluded.
- c) Regional legislative decree n° 4/86/A of 11.01.86, by virtue of which the legal system of overtime is also applicable on the regional level provided that there are some adaptations according to the characteristics of the region, such as the small scale of enterprises, the low level of unemployment or geographical dispersion which justifies "de-bureaucratisation" as well as a greater flexibility in the system;
- d) Resolution n° 42/87 of 24.02.87, which fixes the values of the minimum monthly wage applicable in the region in 1987. These values are 2% above those at the national level because of the special situation of the economy of the Azores and the particular importance of minimum wages for the incomes of the least well-off classes.

Also at the regional level there is a commission for equality at work and in employment, the objectives of which are identical with those of its national counterpart.

Institutions and functioning of the labour market

As with the rest of labour legislation, that dealing with interest associations, collective bargaining and workers' representation within the enterprise is national in nature. However, because of the transfer of competence inherent in the process of regionalisation, there are a number of specific aspects in the administrative procedures for applying the legislation in question.

Thus at the regional level, the *SRT* must be informed of the establishment, statutory changes and the liquidation of interest associations.

As regards trade unions, there are 72 in the region, 23 of which are regional associations and 49 supra-regional delegations.

As regards employers' associations, there are 7 which have a regional base. The main sectors of regional activity -- hotels, building, trade, offices, transport, food and drinks, etc -- have their own regional associations which negotiate their collective work contracts at the regional level and play their role as social partners in various areas of labour relations.

In economic sectors where collective bargaining is not possible at the regional level, national collective agreements are applied in the region by means of Extension decrees provided that the social and economic environment of these sectors is identical or similar to the mainland.

The *SRT* is competent for becoming involved in the collective bargaining process at the regional level in the same way as the *MTSS* services elsewhere.

III. Measures

3. Aids to persons without employment

- * Make-work programme for those in receipt of unemployment benefits (P/A-iii.1)
- * Season make-work programmes (P/A-iii.2)

P/A-iii.1

PROGRAMMA OCUPACIONAL PARA TITULARES DE PRESTACOES DE DESEMPREGO

Make-work programme for those in receipt of unemployment benefits

Aim

To provide those in receipt of unemployment benefits with temporary work on tasks of community interest.

Legal basis

DRR n° 50/83/A of 15.11.83

DRR n° 33/84/A of 29.09.84

Contents

These make work programmes are organised by not-for-profit bodies for the benefit of society as a whole. They are approved by the regional secretariat for labour.

The work performed gives right to the payment of the difference between the unemployment benefit and the pay of the vocational category concerned. This is paid by the promoter or, in exceptional cases, the regional secretariat of labour.

Financial resources

The regional management office of the unemployment fund, in cases where the difference in pay is to be covered by the regional secretariat of labour.

Institutional support

The employment centres of the regional directorate for employment and vocational training.

Duration

Unspecified

Effects

P/A-111.2

PROGRAMAS OCUPACIONAIS-SAZONAIS

Seasonal make-work programmes

Aim

To provide temporary work in the winter for specific groups of workers (in particular fishermen and rural workers) in community interests tasks.

Legal basis

Annual programme approved by resolution of the government

Contents

These programmes, determined each year in accordance with the socio-economic situation of specified areas take on for a period of two to three months workers who are temporarily without work, giving them at the same time an allowance in line with a scale, revised annually and laid down by age group.

Financial resources

Source: Regional management office of the unemployment fund.

Amounts:

Institutional support

Regional directorate for employment and vocational training and municipalities.

Duration

Since the winter of 1984/5.

Effects

In 1984/5 233 persons were involved, representing 800 working days.

In 1985/6 421 persons were involved, representing 14,033 working days.

For 1986/7 the expected number of persons is 277 and 13,850 working days.

P/A-iv.1

PROGRAMA TRANSICAO DA ESCOLA PARA O MUNDO DO TRABALHO
Programme for transition from school to working life

Aim

To prepare school-leavers who are not continuing their studies beyond the 9th year of schooling for working life by means of theoretical teaching and a practical traineeship

Legal basis

Joint programme of the regional secretariat of labour and the regional secretariat for education and culture.

Decree n° 37/86 of 27.05.86 (official gazette n° 20 - Series I)

Contents

The programme is intended solely for children in the 9th year of school. It consists of two stages:

- theoretical training, which deals with an extra-scholastic discipline connected with working life, of 40 hours duration spread over the school years;
- practical training within a company for 6 months, once the year has been successfully completed.

The traineeships are remunerated by an allowance equivalent to 60% of the national minimum wage, covered by the regional directorate for employment and vocational training - vocational training centre of the Azores.

Financial resources

Source: Vocational training centre of the Azores.
Amounts:

Institutional support

Regional secretariat for labour and the regional secretariat for education and culture.

Duration

Since the 1982/3 school year

Effects

Numbers of pupils concerned:

1982/3	41
1983/4	29
1984/5	(was not applied)
1985/6	30

P/A-iv.2

CENTRO DE FORMACAO PROFISSIONAL DOS ACORES (CFPA)
CFPA - Vocational training centre of the Azores

Aim

To promote the application of vocational training activities to raise the qualifications of the regional manpower.

Legal basis

DRR n° 35/86/A of 30.09.86

Contents

There are currently 17 training centres in the following sectors: civilian building, public works, mechanical engineering, hotel business, information technology, animal breeding and fisheries.

The trainees receive a monthly allowance of Esc 10,000; they are housed and fed free of charge and their return air fares at the beginning and end of the traineeship are also covered;

Financial resources

Budget of the regional secretariat of labour

Expenses of the plan

Institutional support

The regional directorate for employment and vocational training.
The trainees are recruited by the employment centres.

Duration

Unspecified

Effects

The capacity is 250 trainees per year. On average 99% of them are employed.



P/A-vi.J

PROGRAMA EMPREGO/FORMACAO

Employment/training programme

Aim

To facilitate the employment of young people aged 16-25 years seeking their first job, by giving advantages to enterprises which give them adequate vocational training.

Legal basis

Decree n° 10/85 of 15.02.85 (official gazette n° 7 - Series I)

Decree n° 82-A/86 of 16.12.86 (official gazette n° 50 - Series I)

D.N. n° 3/87 of 27.01.87 (official gazette n° 2 - Series I)

Contents

The aids take the form of financial compensation given to enterprises (public, private or cooperatives) which have the following approach:

- for the first contract of 6 months, participation amounts to 75% or 50% of the basic wage of the occupational category depending on whether the young people are female or male;

- in the case of young people hired permanently, participation is equivalent to 7 months of the basic monthly wage.

Financial resources

Source: Regional management office of the unemployment fund

Amounts:

Institutional support

The employment centres of the regional directorate for employment and vocational training.

Duration

Unspecified

Effects

In 1985, 247 young people were on this scheme, 128 of whom had their contract renewed and 13 of whom were permanently hired.

In 1986, 380 young people were on the scheme, 240 of whom had their contract renewed and 60 of whom were permanently hired.

P/A-vi.H1

**APOIOS FINANCEIROS A INTEGRACAO SOCIO-PROFISIONAL DE DEFICIENTES
(INSTALACAO POR CONTA PROPRIA)**

Financial aid for the integration of the disabled into working life
(setting up one's own business)

Aim

To enable disabled persons to set up on their own in a for-profit activity.

Legal basis

Decree n° 58/85 of 3.09.85 (official gazette n° 32 - Series I)

Contents

The scheme grants financial aids for covering the expenses which are strictly necessary for installing disabled persons in a for-profit activity: in particular the acquisition of equipment, the adaptation of the facilities or the payment of key money for the establishment. This support, reimbursable without interest, can reach an amount equivalent to 36 times the national minimum wage.

Financial resources

Source: Budget of the regional management office of the unemployment fund.

Institutional support

Regional directorate for employment and vocational training.

Duration

Since September 1985

Effects

Until 1986, 6 persons were involved.

P/A-vi.H2

**APOIOS A INTEGRACAO SOCIO-PROFISSIONAL DE DEFICIENTES
(COMPENSACAO AOS EMPREGADORES)**

Financial aids towards the integration of the disabled into working life
(compensation to employers)

Aim

Financial compensation for enterprises or other bodies which hire disabled persons. This compensation is in the form of a grant.

Legal basis

Decree n° 58/85 of 3.09.85 (official gazette n° 32 - Series I)

Contents

Financial aid is given to enterprises and other bodies which hire disabled persons for the period of their adaptation or readaption to work.

The aid is in the form of a non-reimbursable subsidy for a maximum duration of one year. The amount is equal to 50% of the basic wage. For open-ended contracts, the amount is 100%.

Financial resources

Source: Budget of the regional management office of the unemployment fund.

Institutional support

Regional directorate for employment and vocational training

Duration

Since September 1985.

Effects

P/A-v1.H3

APOIOS FINANCEIROS A INTEGRACAO SOCIO-PROFISSIONAL DE DEFICIENTES
(Adaptacao de postos de trabalho e eliminacao de barreiras
arquitectonicas)

Financial aids to integrating the disabled into working life
(Adaptation of job stations and eliminating architectural obstacles)

Aim

To provide subsidies to enterprises and other bodies having to adapt their equipment and facilities to functional difficulties of the disabled persons they are about to employ.

Legal basis

Decree n° 58/85 of 3.09.85 (official gazette n° 32 - Series I)

Contents

The amount of the subsidies given either for adapting work stations for eliminating architectural obstacles cannot exceed 14 times the national minimum wage.

Financial resources

Source: Budget of the regional management office of the unemployment fund;

Institutional support

Regional directorate for employment and vocational training.

Duration

Since September 1985

Effects

P/A-viii.1

ESTIMULOS A MOBILIDADE GEOGRAPHICA

Incentives for geographical mobility

Aim

To create incentives for geographical mobility for the unemployed who are willing to accept a vacancy which implies a change of residence from one island to another.

Legal basis

D.R.R. n° 18/86/A of 11.06.86

Contents

The following financial support is given:

- * payment of travel expenses
- * sojourn grant for the probation period equal to 1/10th of the national minimum wage
- * grant for removal expenses of the worker and his family group
- * fitting out grant of an amount equal to the national minimum wage for contracts with a duration equal to or more than 6 months and twice that amount for contracts with a duration equal to or more than one year
- * supplementary family allowance of an amount equal to 1/5th of the minimum national wage per child under 5 years of age provided that both parents accept geographical mobility
- * allowance for the purchase or building of a personal residence of an amount equal to 10 times the national minimum wage.

Financial resources

Source: Regional management office of the unemployment fund

Institutional support

The employment centres of the regional directorate for employment and vocational training.

Duration

Since July 1986

Effects

INCENTIVOS A COLOCACAO DE TRABALHADORES

Incentives for placing workers

Aim

To stimulate the placement of the unemployed by means of advantages given to private sector enterprises which use the employment centres.

Legal basis

Decree n° 68/86 (official gazette n° 36 - Series I)

Contents

Financial aids are given in the form of non-reimbursable subsidies. For each job vacancy filled, the amount given is equal to the national minimum wage. The subsidy is increased by a bonus in the following cases:

100% - if the worker is disabled or an unemployed person in receipt of benefit

75% - if the person is aged less than 25 years and looking for his/her first job

50% - if the worker is a women with family responsibilities or an unemployed person of more than 45 years.

Financial resources

Source: Regional management office of the unemployment fund.

Institutional support

The employment centres and the regional directorate for employment and vocational training.

Duration

Since October 1986

Effects

R A M - The Autonomous Region of Madeira

I. INSTITUTIONS

The Madeira Archipelago is an autonomous region endowed with its own governmental bodies: the Regional Assembly and the Regional Government which consists of a President and Regional Secretaries.

The services of the regional government which are directly involved in the areas of employment and vocational training are, respectively, the regional secretariat for social affairs (SRAS) and the regional secretariat for education (SRE). The role of the SRAS (107 staff) is to define and coordinate regional policy as regards health, social security, work and employment. One of the SRE services concerns vocational training.

As indicated in the organisation chart 4 (cfr Annex 6), the regional employment directorate (DRE) is directly involved in implementing employment policy in the specific fields of placement, vocational guidance, analysis of the employment market and employment promotion. The division for employment promotion and the Funchal employment centre are parts of this structure.

The regional directorate for social security of the SRAS acts either as a body financing employment policy or more specifically in other fields of social security -- it participates, for instance, in the system for protection in case of unemployment.

The direct implementation of regional policy for vocational training is entrusted to the directorate of vocational training services (49 persons), as indicated in organisation chart 5 (Annex 7). It is this directorate which, for example, encourages vocational training activities either at its own initiative or in collaboration with others. The services of this directorate consist of the training division and the Madeira vocational training centre.

Another body with activities in this area is the Emigrant Centre, a body acting under the direct responsibility of the President of the regional government. In addition to giving various aids to emigrant workers, it recruits manpower for abroad.

II. LEGAL FRAMEWORK AND PROCEDURES

2.1. Nature of the legal system relating to work and employment

As regards legislation, regional competence is laid down in the Constitution, which gives legislative power in areas which have a specific interest for the regions, and a regulatory power for national legislation where such competence is not reserved for the sovereign organs (cfr Chapter II).

In the areas of work and employment, the process of regionalisation set in train after the coming into force of the 1976 Constitution gives the governments of the autonomous regions (that of Madeira by D.L. n° 294/78 of 22.09.78) the power to exercise over their respective territories a set of powers previously reserved for the bodies and the services of the Government of the Republic.

In these areas the general laws of the Republic apply to the autonomous region, the regional bodies being, in the terms of the Constitution, consulted on their contents during the drafting phase.

The general outcome is that these same laws give competence to the autonomous regions or at least the possibility for them to adapt the laws to their characteristics in respect of the general principles already laid down.

But the application of these laws is the sole responsibility of the regional services, which act in accordance with their own criteria adapted to local realities. Thus, relationships with the social partners and other bodies concerned in the process of administering work and employment as well as in resolving labour relations issues -- at the individual and collective levels -- are provided by and under the responsibility of the competent bodies of the autonomous regional administration.

2.2. Summary of the main legislation

Legislation in force in the region specifically concerning work, is, as indicated above, national legislation. This is why nothing needs to be added here as regards the legal systems of employment contracts, working time, occupational health and safety and collective agreements.

As regards pay for work, minimum monthly remuneration rates higher than those fixed by D.L. n° 69-A/87 of 9.02.87 have been in force in Madeira since January 1987 as follows:

Sector	
Domestic service	Esc 17,800
Agriculture	Esc 22,800
Industry, services and other workers	Esc 25,650

As regards training, retraining and further training, the published national legislation is in force in the region, particularly the legal systems for apprenticeship and cooperation in training activities. There are in fact only few adaptations aimed defining the organs and the services of the regional administration involved in their application. As regards apprenticeship, a tri-partite regional apprenticeship commission has been set up in Madeira.

As regards discrimination, there is a regional commission for equality at work and in employment which has similar aims to those of its national counterpart. The region is represented on the Commission for Women's Conditions.

In the framework of labour legislation there is a regulation in the region of work at home of embroiderers who make up the great majority of persons carrying out work at home. This regulation, which has a significant impact on conditions of pay, is the first initiative which, at the national level, seeks to discipline work at home.

2.3. Labour market institutions and functioning

As for the rest of labour legislation, the texts of the laws which apply as regards interest associations, collective bargaining and workers'

representation are national. Yet following from the transfer of competence which is inherent in the process of regionalisation, there are some differences in the administrative procedures for applying this legislation.

Thus, the constitution, statutory changes and dissolution of regional interest associations are made under the auspices of the competent regional services.

As regards trade unions, there are 42 in the region, 22 being regional associations and 20 delegations of supra-regional trade unions.

As regards employers' associations, there are 13, 10 of which are regional, the remaining 3 being the delegations of supra-regional associations.

The main sectors of economic life -- hotels, civilian building, trade and services, transport, embroidery, etc -- have their own regional associations which negotiate collective work agreements at the regional level and intervene as social partners in the various aspects of employment relations.

The region is entrusted with intervening in the procedures of collective bargaining in exactly the same way as *MTSS*; this means that it can settle conflicts by administrative regulations.

III. MEASURES

3.1. General principles

The 1987-1990 medium term plan of the autonomous region of Madeira lays down the main principles of socio-economic development:

- * improving the quality of life
- * increasing and improving the production and productivity of the sectors of the economy
- * improving the employment situation
- * reducing intra-regional imbalances

As regards employment, the Plan gives pride of place to designing measures for encouraging and creating activities which can maintain or absorb surplus manpower, as well as intensifying the realisation of vocational training activities with a view to modernising the regional economy.

(Resolution of the regional assembly n° 6/87 of 13.02.87)

The competent departments of the regional secretariat for social affairs and that of education contribute to defining the employment policy of the region; they implement measures aimed at achieving the employment objectives of the programme.

(Regional Regulatory Decree n° 2/81/M of 26.02.81
Regional Legislative Decree n° 12/84/M of 12.09.84)

In the following, descriptions are provided only of measures specifically taken within the region for implementing employment and vocational training policy. Measures which are the same on the mainland and in the autonomous regions are described in Chapter III.

CENTRO DE FORMACAO PROFISSIONAL DE MADEIRA
Vocational training centre of Madeira

Aim

To prepare skilled manpower and to provide for the further vocational training of workers of the autonomous region of Madeira in accordance with the needs of the regional employment market.

Legal basis

DRR n° 2/81/M of 26.02.81

Contents

Training courses are provided lasting between 3 and 8 months for which trainees receive certain advantages including a training allowance of Esc 3,000-5,000 per week.

The minimum requirements needed to take part in courses are the abilities to read and write. For specialised courses, the 9th or 11th years of school (or their equivalents) have to be completed.

Financial resources

Source: Budget of the regional directorate for social security

Amounts: 1986 - Esc 99,323,000

Institutional support

Regional directorate for finance, administration and personnel of the regional secretariat of education.

Duration

Unspecified

Effects

* Annual training capacity:

- Skills actions: 180 trainees
- Further training: 650 trainees

* Figures for 1986:

- Skills actions: 5 courses; 71 trainees
- Further training: 20 courses; 314 trainees

P/M-v.1

APOIO A CONTRATAÇÃO POR TEMPO INDETERMINADO

Help in concluding open-ended employment contracts

Aim

To encourage the creation of new jobs from new investments, likely to contribute to a reduction in the volume of unemployment, particularly in the groups of unemployed who are difficult to place: young persons, women and the disabled.

Legal basis

- * Decree n° 85/81 of 6.08.81 (official gazette n° 21 - Series I)
- * Decree n° 2/84 of 19.01.84 (official gazette n° 2 - Series I)
- * Decree n° 185/84 of 31.01.84 (official gazette n° 37 - Series I)

Contents

Aids are given to enterprises. They take the form of non-reimbursable grants, the amount of which can vary between 7 and 28 times the national minimum wage, according to the difficulty there is in placing the worker hired.

Financial resources

Source: Budget of the regional management office of the unemployment fund.
Amounts

Institutional support

Regional directorate of employment of the regional secretariat of social affairs.

Duration

Unspecified

Effects

Between the period from 1981 to 1985, aid has been given to the creation of some 230 new jobs.

CRIACAO DO PROPRIO EMPREGO POR EX-ESTAGIARIOS DE FORMACAO PROFISSIONAL
Self-employment for ex-trainees of vocational training

Aim

To encourage ex-trainees of vocational training courses to set up on their own in activities for which they have vocational qualifications.

Legal basis

Decree n° 6/87 of 22.01.87 (Joram n° 3 - Series I)

Contents

The provision from the beginning of work of a non-reimbursable grant paid in three installments equal to 12 times the highest value of national minimum wage applied in the autonomous region of Madeira.

Financial resources

Budget of the regional directorate for social security.

Institutional support

Regional directorate for employment of the regional secretariat for social affairs.

Duration

Since January 1987

APOIO A CRIACAO DE ACTIVIDADES INDEPENDENTES

Aid for setting up as self-employed

Aim

To help young people aged 18-24 who looking for their first job to become self-employed.

Legal basis

Decree n° 7/87 of 22.01.87 (Joram n° 3 - Series I)

Contents

Provision of a non-reimbursable grant, payable in three installments, given for a period of 52 weeks from the beginning of the activity. The amount of the weekly grant is set each year for each calendar year.

Financial resources

Source: Budget of the regional directorate for social security

Institutional support

Regional directorate of employment of the regional secretariat for social affairs.

Duration

Since January 1987

INTEGRACAO PROFISSIONAL DE JOVENS

Integrating young people into working life

Aim

To give young people aged less than 25 years who are looking for their first job in-company experience of working life during the months of July to September, leaving it up to them to remain in the service of employing bodies at the end of this period.

Legal basis

* Resolutions of the regional government of Madeira

n° 228/84 of 23.02.84

n° 340/85 of 13.03.85

n° 334/86 of 13.03.86

n° 262/87 of 26.02.87

(Regulations approved by ordonnance of the regional secretariat for social affairs)

Contents

Aids are in the form of non-reimbursable grants. They are given as follows:

* for the period from July to September: 50% to 25% of the minimum guaranteed wage, according to whether the young person is male or female;

* in cases of the subsequent hiring of the young person for a minimum period of 6 months: the amount of the minimum national wage;

* in cases of the subsequent hiring of the young person by an open-ended contract: 4 times the minimum national wage.

Financial resources

Source: Budget of the regional directorate for social security

Amounts:

- 1984 - Esc 2,151,130

- 1985 - Esc 3,785,400

- 1986 - Esc 4,747,500

Institutional support

Regional directorate for employment of the regional secretariat for social affairs.

Duration

Annual programme since 1984.

Effects

226 persons were helped between 1984 and 1986. Of these, 76 stayed with the enterprises for more than 6 months, and 28 were permanently employed.

P/M-v1.J2

EXPERIENCIA DE TRABALHO PARA JOVENS (ETJ)

Work experience for young people (ETJ)

Aim

To facilitate work experience for young people registered at the Employment Centre in activities of collective interest subsequently leading to the creation of new jobs.

Legal basis

Resolution of the regional government of Madeira n° 97/87 of 22.01.87 (Joram n° 3 - Series I)

(Regulation approved by a decision of the regional secretariat for social affairs).

Contents

The programme is intended for young persons aged 16-24. It provides them with work experience lasting 9 months, during which they receive a monthly allowance equivalent to 75% of the minimum wage in force in the autonomous region of Madeira.

The make-work projects can be put forward by public and private, not-for-profit bodies. Preference is given, at the time of selection, to young people looking for their first job.

Financial resources

Source: Budget of the regional directorate of the regional secretariat for social affairs.

Institutional support

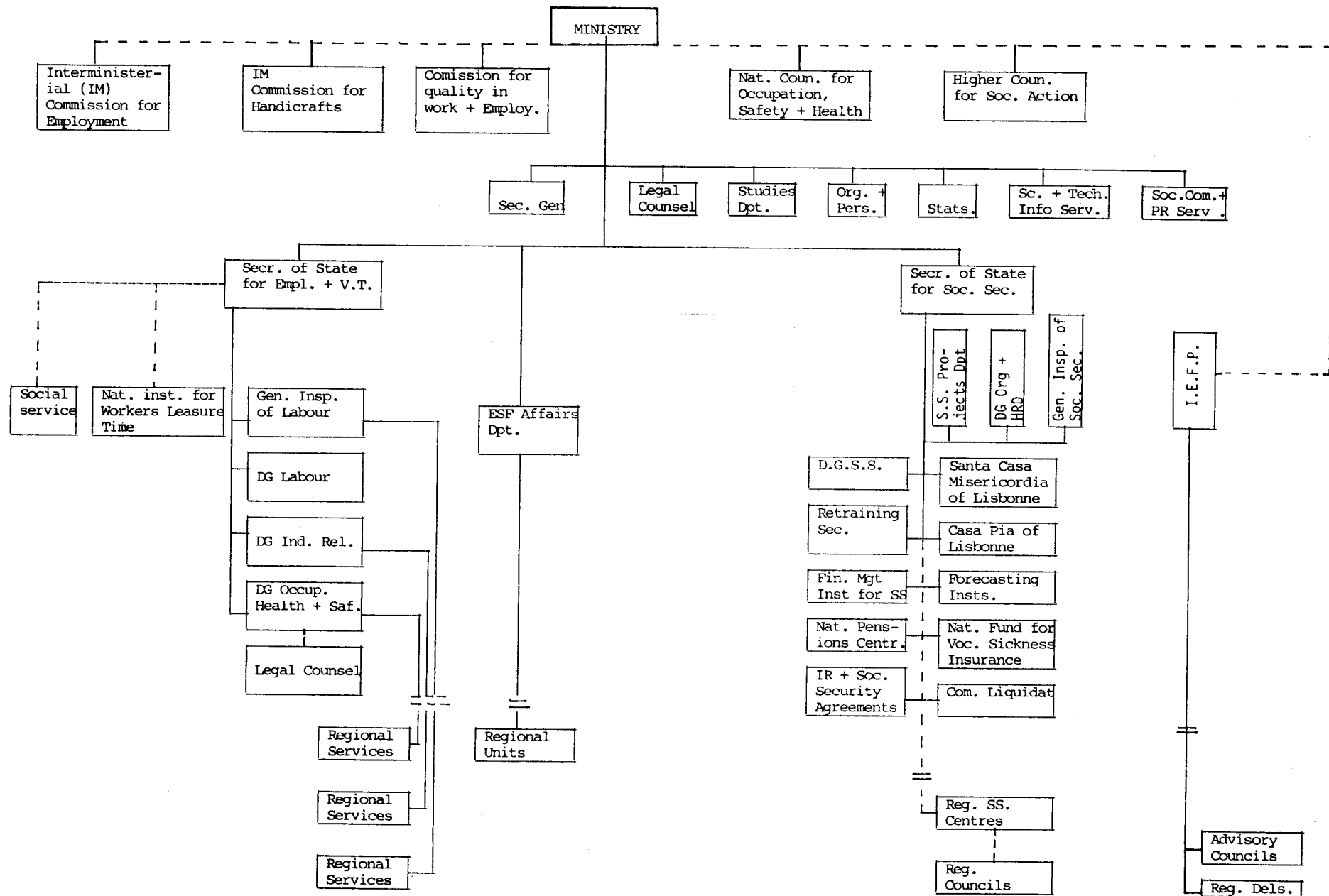
Regional directorate for employment of the regional secretariat for social affairs.

Duration

From April to December 1987.

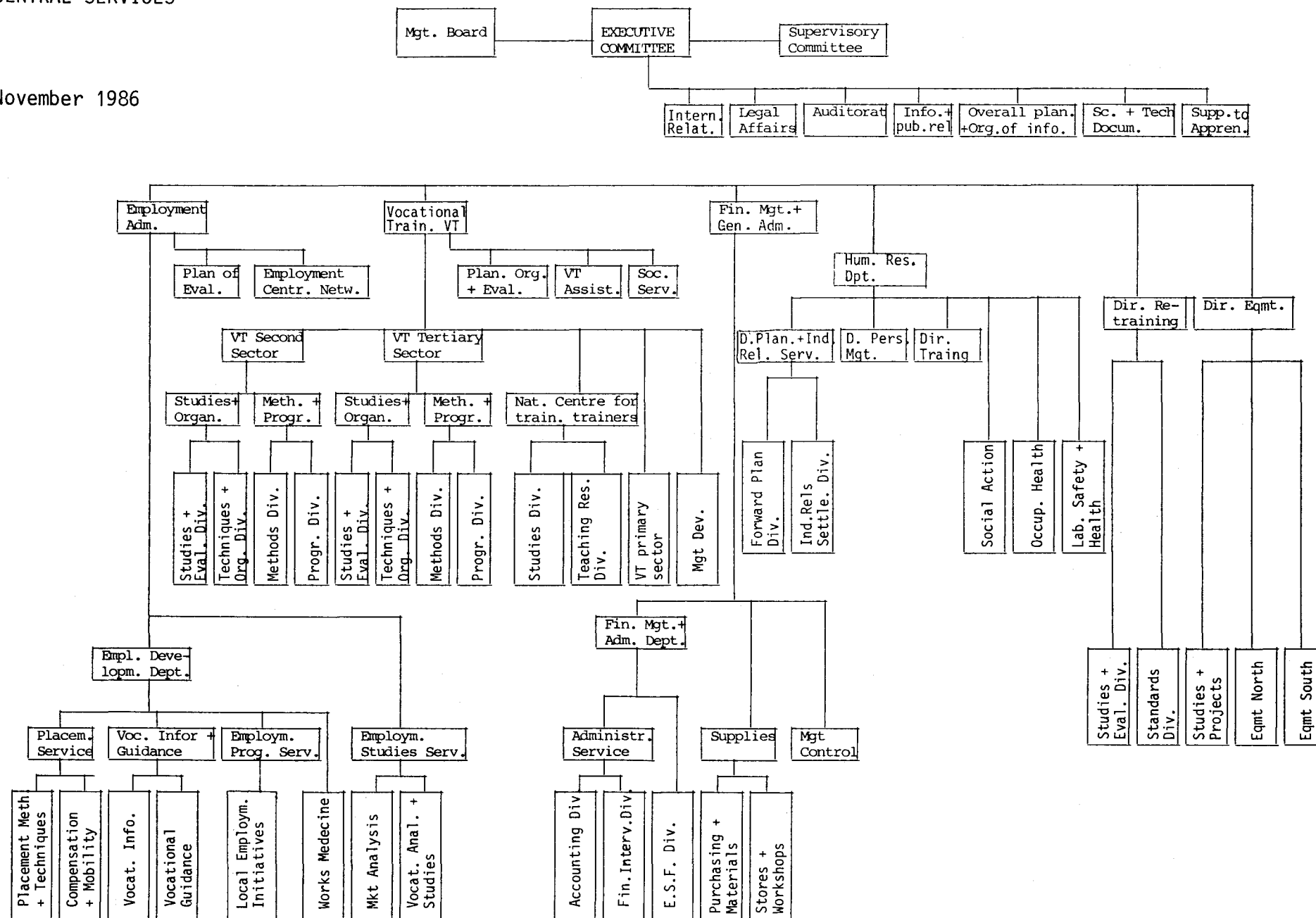


MINISTRY OF EMPLOYMENT AND SOCIAL SECURITY (MESS)



INSTITUTE OF EMPLOYMENT AND VOCATIONAL TRAINING
CENTRAL SERVICES

November 1986



LABOUR STATISTICS PRODUCED BY I N E

Periodicity	NATIONAL STATISTICS INSTITUTE - I N E						
Monthly	- Nominal wages indicators and rural workers' wages indices	- Survey of prices, wages and other agricultural informations (wages of daily workers in agriculture)	- Monthly surveys on industry (extractive, manufacturing, electricity, gas, water)				
Quarterly	- Survey on wages by occupations (Lisbon, Porto, Mainland) - Survey of wages by occupations in construction and public works - Indicators for 30 activities of manufacturing industry on: * normal wages and wage indices * weekly working time and indices of hours					- Employment survey	
Half-yearly	- Surveys of incomes: * January-July: hotel establishments * April-October: other activities	- Survey on agricultural prices, wages and other information (wages of permanent farm workers)		- Tourism survey (workers employed)			
Annually	- Survey of income - Indicators by sector on: * persons employed * average wages * effective length of work - Statistics on accidents at work		- Annual surveys of industry (extractive, manufacturing, electricity, gaz, and water)	- Surveys on tourism income and expenditure - Survey on transport personnel employed	- Survey "companies files" (personnel, income, expenditure)		- Survey of teaching establishments (staff employed) - Survey on tribunals (magistrates, lawyers, etc.)
Bi-annual	- Survey of agricultural workers income						
Quadri-annual	- Survey on manpower costs						
10 years							- census on: * agriculture, * commerce and services, * industry, * transport enterprises

Source : Working group of the national statistical system
December 1986

MESS LABOUR STATISTICS AND THEIR PUBLICATION

Periodicity	<i>M E S S</i>			
	Statistics Department		<i>I E F P</i>	
Monthly	* Statistics on industrial disputes		* Statistics on the labour market	
Quarterly	* Quarterly employment surveys			
	* Indices on collective agreement wages			
Half yearly			* Administrative statistics on vocational training	
Annual	* Statistical use of administrative data on personnel tables			
	* Survey on pay groups			
	* Studies based on information from the social audit			
Non-periodic	* Surveys on social conditions of work			
	* Surveys of vocational training needs			

Source: Working group of the national statistics system, December 1986

SICT PUBLICATIONS
Collections of Studies*

Series A - GENERAL STUDIES

1. Aspects of wage setting and social equilibrium: The case of France
2. Levels of skills in the collective contract - application in specific public enterprises in the transport and communications' sector
3. European Social Fund
4. The underground economy
5. Skills, the division of labour and the employment market
6. Trade union reasoning: a press analysis of *Le Alaranca*

Series B - INCOMES

1. Wages under collective agreements in specific industries
2. Wage differentiation between processing industries on the mainland - determinant factors
3. Analytical aspects of the break-down of the wage-bill between 1972 and 1983
4. The average wage of a worker in Portugal and in other OECD countries: amounts in kind and in cash, nominal and real - processing industry 1972-82

Series C - WORK

1. Pilot study of the social conditions of work
2. Contributions to the study of absenteeism in a steel mill (1974 and 1975)
3. Industrial disputes 1979 - A rapid sociological analysis
4. Preventing industrial disputes - Contributions to their study
5. Regulating work through collective agreements and supplementary social security benefits
6. Portuguese trade union structures - Analysis of developments from 1933 to 1985

Series D - EMPLOYMENT and VOCATIONAL TRAINING AND RETRAINING

1. Doing away with architectural barriers
2. Employment on the mainland from 1980 to 1990 (sectoral prospects for employment)
3. Strategy for human resources' development in Portugal (reflections on employment)
4. Methodology for planning human resources: Some applications to the case of Portugal

Series E - FAMILY

1. Family and sex education

* Between 1971 and 1981 49 issues of the studies were published without series

General Booklets

1. Occupational hazards in agricultural work
2. Work safety and health
3. Some aspects of occupational safety and health within the EEC
4. Codified index of occupational illnesses
5. General regulation on occupational safety and health in industrial establishments
6. European integration and prospects for the creation of occupational medical services
7. Legal system for domestic workers
8. Regulation for occupational safety in civil construction
9. The Directorate General for Occupational Safety and Health: Aspects of its work
10. Regulation for occupational safety and health in compressed air caissons
11. Liquid petroleum gas - Summary of safety legislation (2 volumes)
12. Workers' social security and the working environment
13. Signalling safety at the workplace
14. Regulation on protection and security from radiations in mines and their annexes of minerals' processing and uranium extraction
15. General regulation on occupational safety and health in mines and quarries
16. Regulation on safety in ships' electrical installations
17. Main legislative initiatives: Work - Employment and vocational training - Social Security (June 1983 to September 1985) - 2 volumes
18. Vocational training and Portuguese socio-economic development
19. Political orientations of social security - The Portuguese case
20. New technologies, social change and labour legislation - The Portuguese case
21. General regulation on occupational safety and health in commercial establishments, offices and services
22. Safety standards against fire risks to be applied in industrial establishments
23. Economic and social crisis in the Setubal district

-3-

"Reports and Analyses" Series**GENERAL WORKS Series**

1. Employment policy and protection in the case of unemployment in Spain
2. For improved working conditions and work environment - Preliminary report
3. European Social Fund legislation and allied texts
4. Home-working in Portugal - Contributions to its study
5. For the improvement of working conditions and the working environment - Report of the multi-disciplinary mission of PIACT (translation from the ILO text) and the opinion of the GTI-PIACT

SHORT TERM ECONOMIC REPORTS Series*

- | | |
|----------------|---------------------|
| 1/ 4 - 1981 | 16/18 - 1984 |
| 5 - Annual/81 | 19 - Annual/84 |
| 6/ 9 - 1982 | 20/23 - 1985 |
| 10 - Annual/82 | 24 - Annual/85 |
| 11/14 - 1983 | 25 - 1st quarter 86 |
| 15 - Annual/83 | |

COLLECTIVE LABOUR DISPUTES Series (Quarterly/annual)

- 1 - 1st quarter 80
- 2/3/4 - 2nd, 3rd & 4th quarters 80
- 5 - Four quarters 1983
- 6 - Four quarters 1981
- 7 - Four quarters 1982
- 8 - Annual reports 1980/81/82/83
- 9 - Four quarters 1984
- 10 - Annual report 1984

COLLECTIVE LABOUR REGULATION Series

- A - Analysis for the procedure of various instruments (annual) published in:
1 - 1979 2 - 1980 3 - 1981 4 - 1982 5 - 1983
- B - Rate of pay increases and lowest level in operation: half yearly situations from 31.12.81 (n° 1) to 31.12.85 (n° 9)
- C - Retrospective analysis of financial provisions (quarterly) 1981-82
- D - Weighted average increases in collective bargain pay (quarterly and annually) from 1983 (n° 1) to 1st quarter 1986 (n° 10)

LABOUR STATISTICS Series (Surveys)

- 1 - Pay scales 1981
- 2 - Employment January 1983
- 3 - Level of qualifications 1981

* The data for 1975 to 1980 are published in the former collection: "Texts"

-4-

- 4 - Employment April 1983
- 5 - Employment January, April, July, August 1981
- 6 - Employment January, April, July, August 1982
- 7 - Employment July 1983
- 8 - Employment October 1983
- 9 - Regional statistics on the population, employment, unemployment, pay 1981-83
- 10 - Employment January 1984
- 11 - Employment April 1984
- 12 - Employment July 1984
- 13 - Employment October 1984
- 14 - Pay scales 1984
- 15 - Employment January 1985
- 16 - Employment April 1985
- 17 - Employment July 1985
- 18 - Employment October 1985

LABOUR INSPECTORATE Series

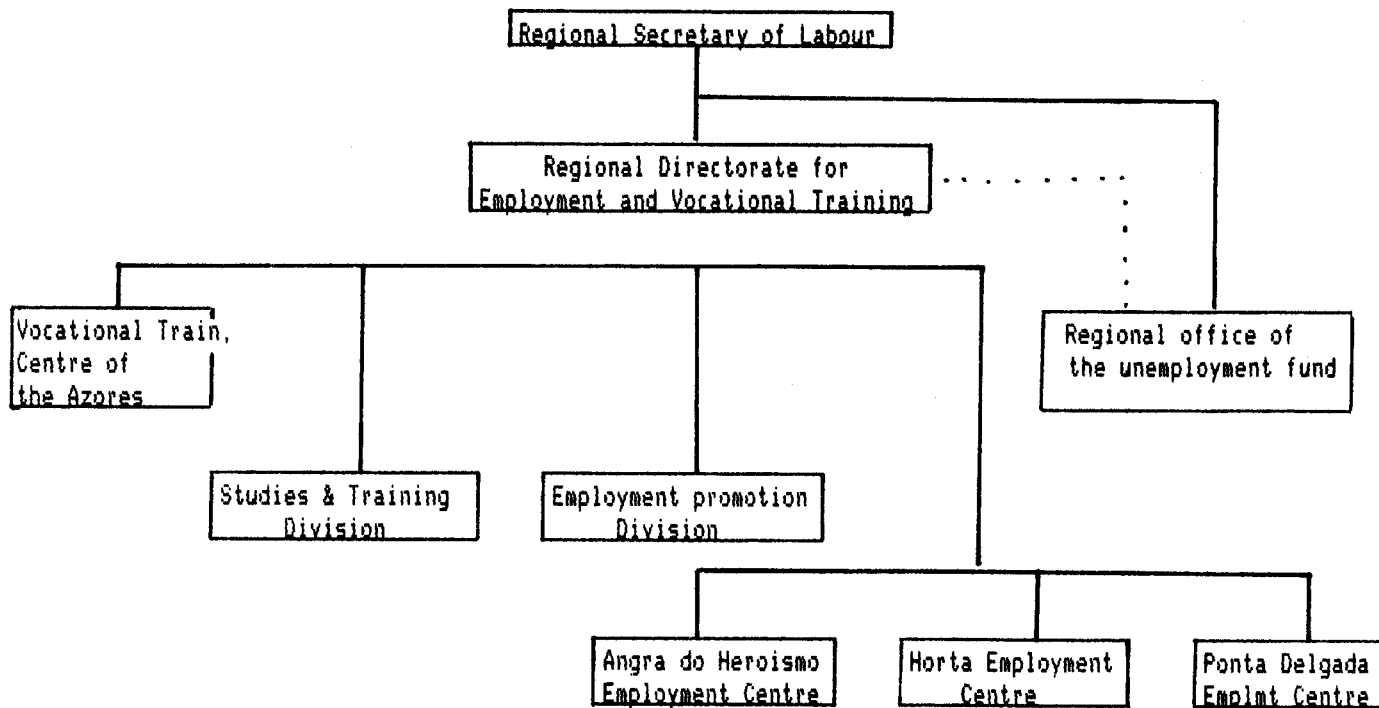
- 1 - 1985 Annual Report

SYNTHESES: STATISTICAL INFORMATION

- I Survey on employment (quarterly, from July 1980)
- II Survey on pay scales (annually from 1980)
- III Survey on levels of qualifications (annual from 1980)
- IV Survey on accidents at work
- V Structure of manpower (annual from 1979)
- VI Absences from work
- VII survey of the needs for vocational training and for recruitment

ORGANISATION CHART 3

R A A - The Autonomous Region of the Azores



Central Services

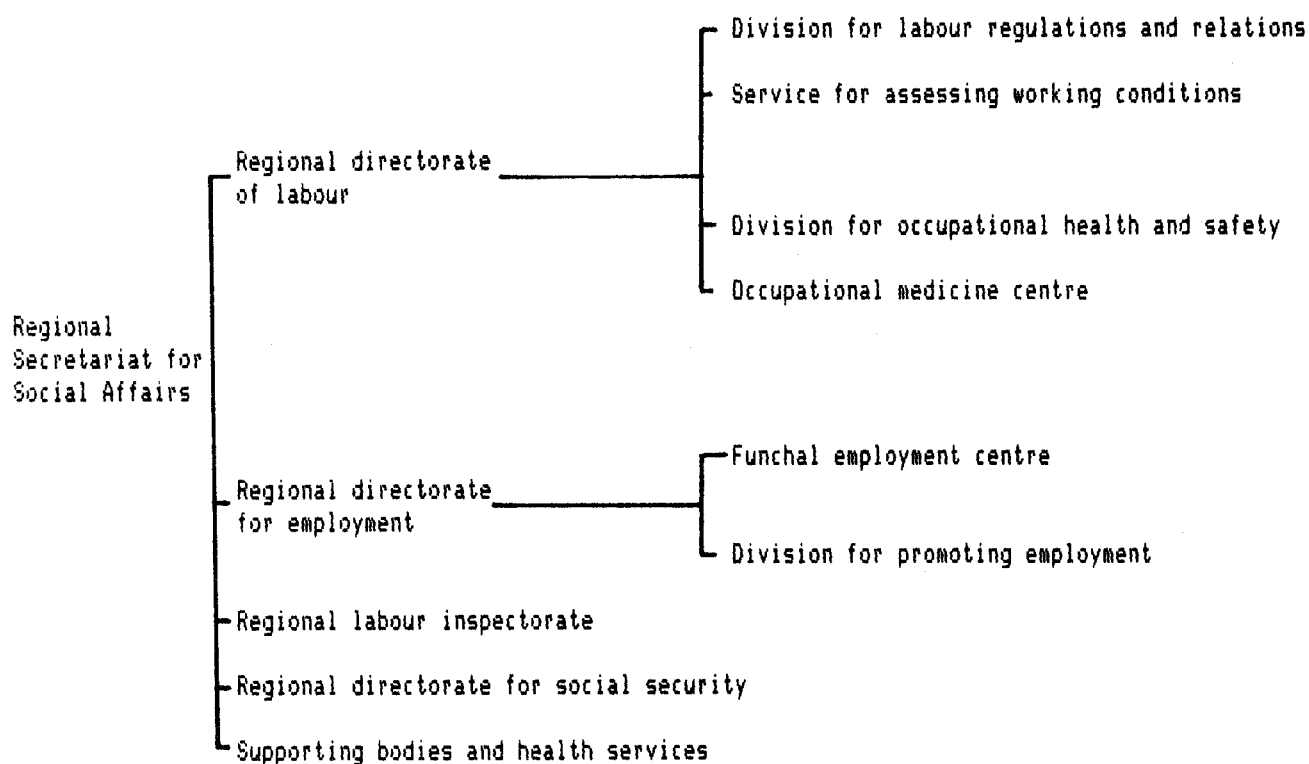
External Services

———— Hierarchical link
 Functional link

ORGANISATION CHART 4

R A M - The Autonomous Region of Madeira

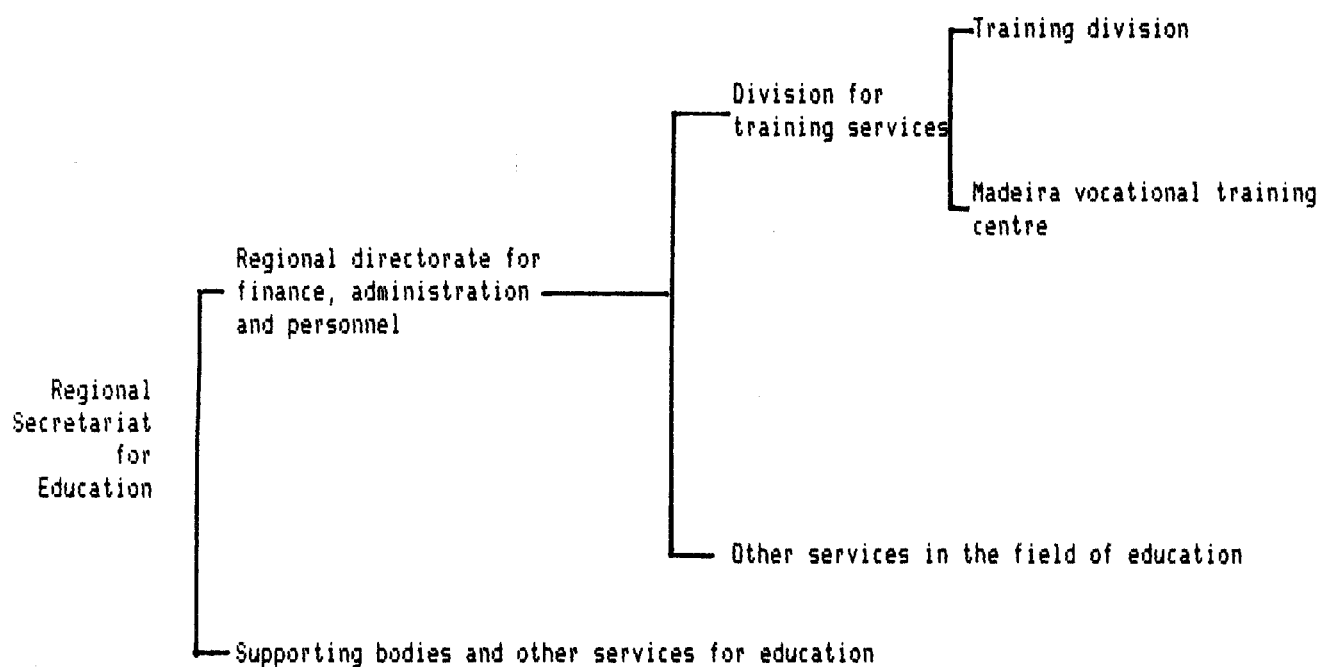
Organisation chart of the Regional Secretariat for Social Affairs
(services involved in the employment field)

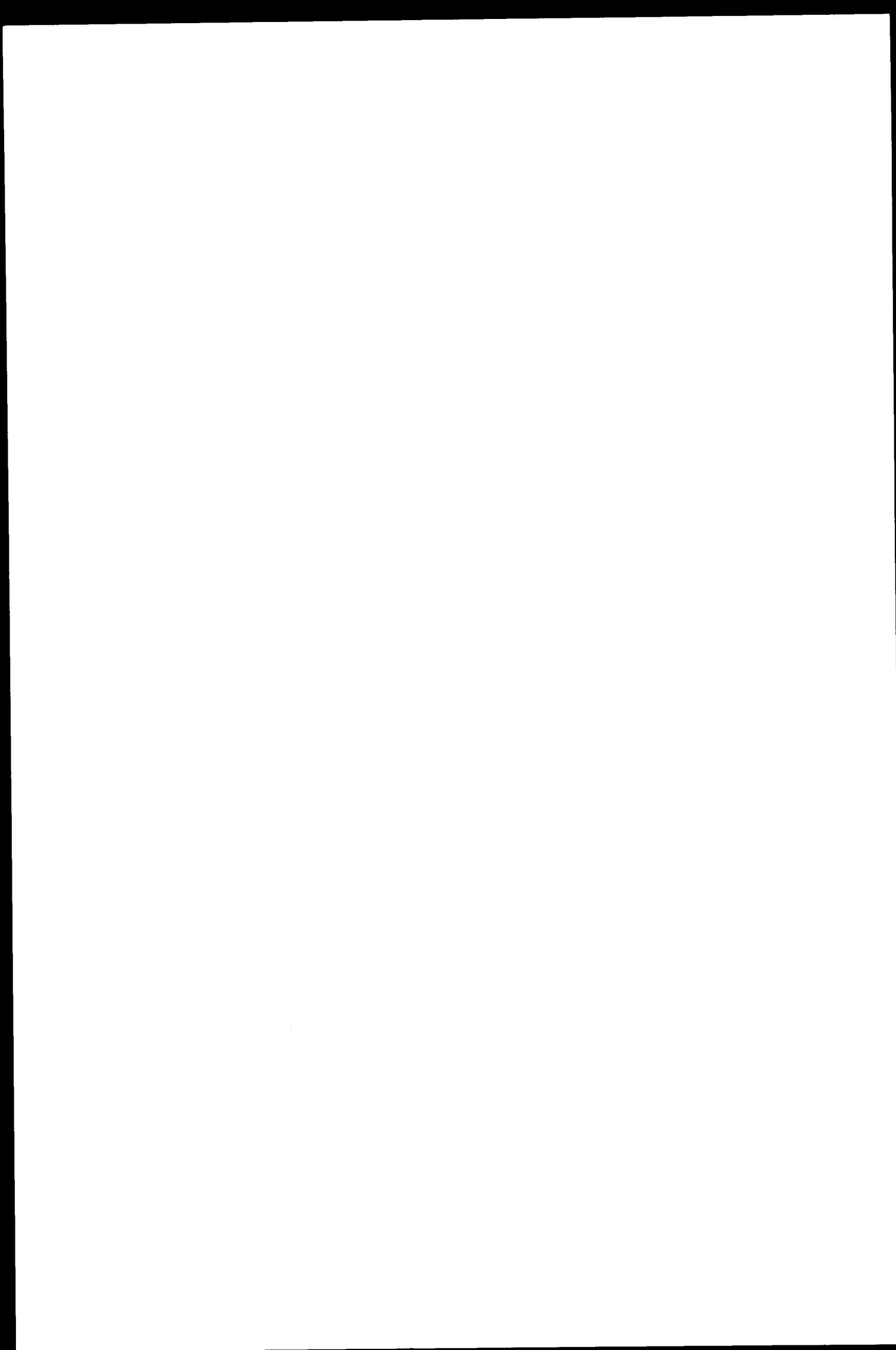


ORGANISATION CHART 5

R A M - The Autonomous Region of Madeira

Organisation chart of the regional secretariat for education
(services involved with the field of vocational training)





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