



EC Structural Funds

THE NETHERLANDS

Single programming document 1994–99

**Objective 4: Facilitating the adaptation of workers to industrial change
and to changes in production systems**

THE NETHERLANDS

Single programming document 1994-99

**Objective 4: Facilitating the adaptation of workers to industrial change
and to changes in production systems**

Cataloguing data can be found at the end of this publication

Luxembourg: Office for Official Publications of the European Communities, 1996

ISBN 92-827-4731-X

© ECSC-EC-EAEC, Brussels • Luxembourg, 1996

Reproduction is authorized, except for commercial purposes, provided the source is acknowledged

Printed in Germany

Contents	Page
Part I The plan: context, socio-economic analysis, strategy and operations	1
1. Introduction	1
2. Socio-economic analysis	2
2.1. Macro-economic situation and outlook	2
2.2. Qualitative economic developments and their impact on employment	4
3. Description of the current situation regarding the adaptation of workers to industrial changes	6
3.1. Existing structures	7
3.2. Range of training provided	9
3.3. Assessment of the current system	11
4. General strategy	15
4.1. How does the Netherlands deal with socio-economic developments?	15
4.2. Objective 4 priorities in the Netherlands	17
5. Priorities and measures	18
5.1. Definition of problems	18
5.2. Strategy: tailored to the problems defined	19
5.3. Priorities and measures	20
Part II The single programming document	21
1. Introduction	21
2. Priorities and measures	22
2.1. Priorities	22
2.2. Measures	24
3. Indicators	27
Part III Financing plan	49
1. Basic principles	49
2. Co-funding	52
3. Financial control	54
4. Maximum possible contribution	54
5. Additionality	54
Part IV Implementation	59

PART I

The plan: context, socio-economic analysis, strategy and operations

1. Introduction

Legal basis

When the regulations on the Structural Funds were revised, Articles 1 and 2 of Council Regulation (EEC) No 2081/93 gave the European Social Fund (ESF) a new Objective 4, which aims to 'facilitate the adaptation of workers of either sex to industrial changes and to changes in production systems'.

Articles 1 and 2 of Council Regulation (EEC) No 2081/93 list the criteria which measures must fulfil if they are to receive funding from the ESF. These focus on promoting an active policy to combat unemployment by providing further training for workers to enable them to meet future requirements in industry.

In accordance with Article 2 of Council Regulation (EEC) 2082/93, the Netherlands submitted a proposal to the Commission on 27 October 1993 in the form of a single programming document entitled 'National plan for ESF Objective 4 for the period 1994-99'.

The Commission was unable to approve the plan as the form and substance of the proposal fell short of the requirements of the Regulations. The Netherlands therefore completely revised its proposal with the help of the Commission and submitted its new proposal on 17 October 1994.

2. Socio-economic analysis

Summary

The socio-economic situation in the Netherlands is characterized by the following:

- stagnating economic growth,
- a shift in employment from industry to the service sector, and
- a growing demand for increasingly highly-skilled labour.

One of the main effects of these trends is that workers with a lower level of education in particular face increasingly poor job prospects. This in turn leads to unemployment and structural inactivity among job-seekers.

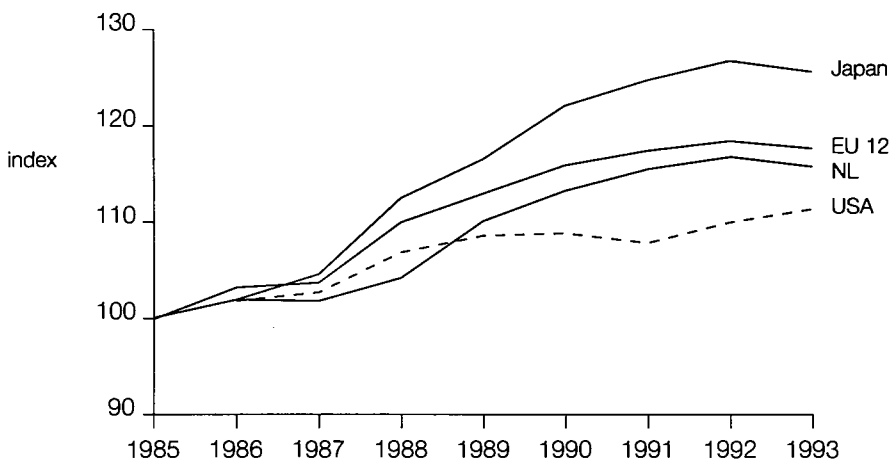
Training¹ has an important part to play in making workers in these risk groups more employable and can strengthen their position on the labour market.

2.1. Macroeconomic situation and outlook

Stagnating economic growth

Changes in the volume of the gross domestic product (GDP) per head of population are a good indicator of economic growth. If we compare the development of GDP in the Netherlands with its counterparts in the United States, Japan and the European Union, we can see the following: (Figure 2.1)

Figure 2.1. — GDP per head of population



¹ 'Training' means acquiring the skills currently needed in order to do a given job properly and therefore implies that these skills are lacking. 'Further training' means acquiring new skills in order to cope with new technologies or working methods or for career development.

Figure 2.2. — GDP and volume of labour in the Netherlands

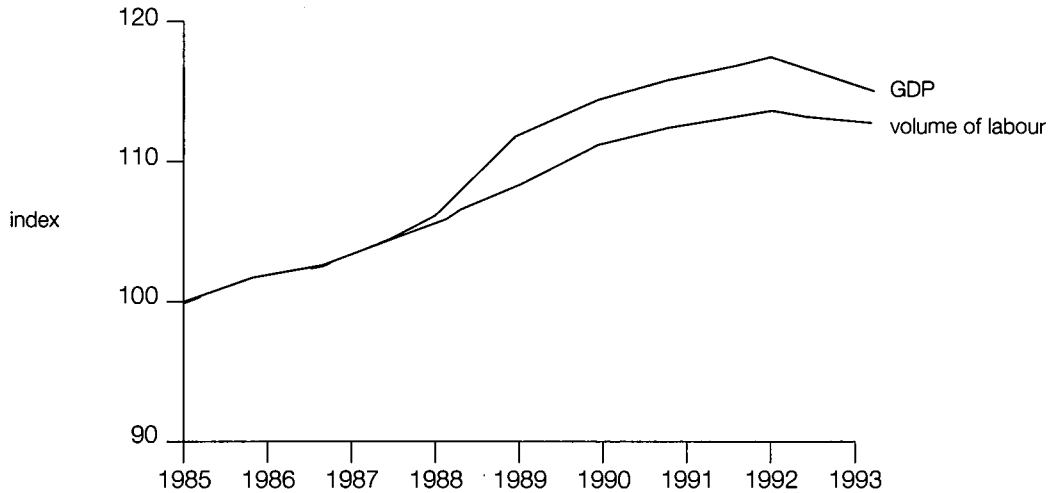
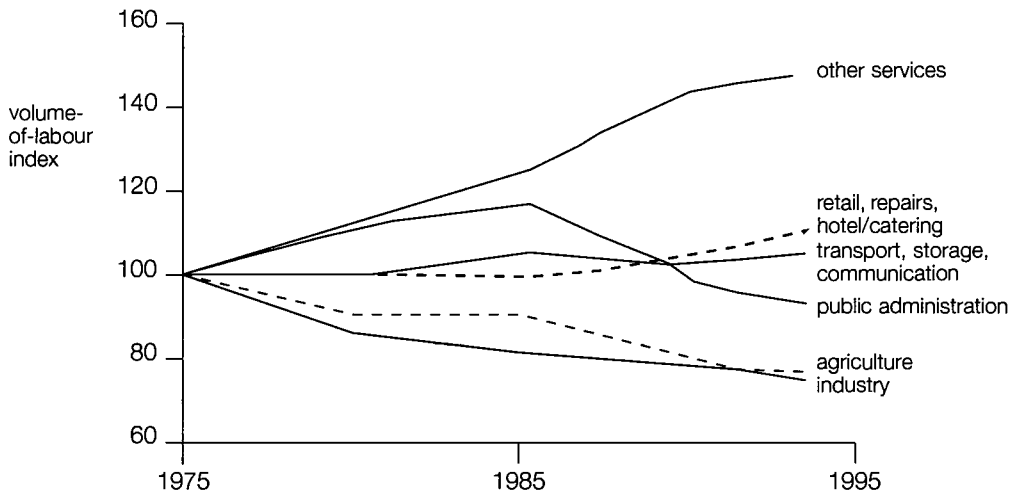


Figure 2.3. — Development in volume of labour by sector in the Netherlands



Economic growth in the United States has been climbing steadily since 1991 while in Japan, it slackened off in 1992. In the European Union the situation has been even worse, with declining growth in per capita GDP for a number of years now. GDP even fell between 1992 and 1993, largely as a result of the recession in Germany and France. In the United Kingdom, per capita GDP fell in 1991 and 1992, but there was an upturn in the economy in 1993. In the Netherlands, although per capita GDP fell in 1993, its position in Europe is still relatively good, with better average growth in per capita GDP over the last three years than in Germany, France and the United Kingdom.

In 1993 GDP in the Netherlands was some HFL 574 billion, a growth in volume of 0.4% over 1992. The economy was barely moving. National investment failed to give any sort of impetus and consumer spending on cars and investment in road transport in particular fell dramatically.

2.2. Qualitative economic developments and their impact on employment

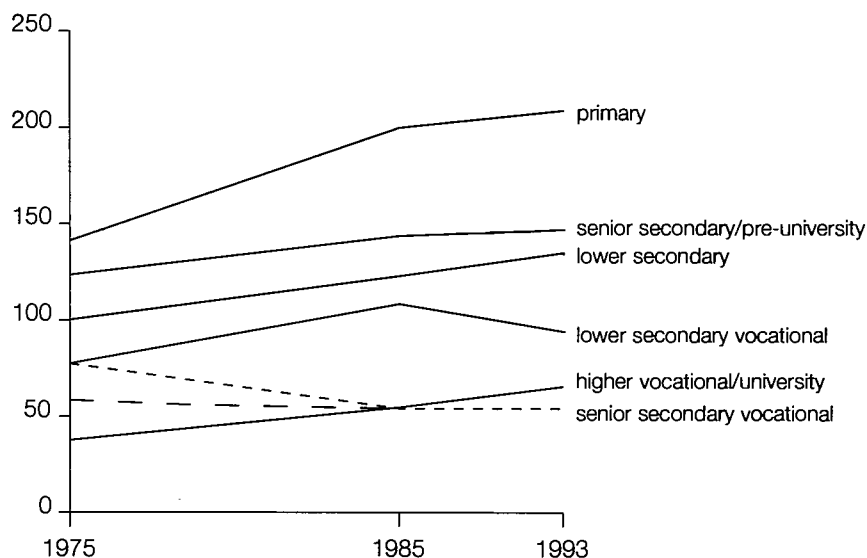
Shifts in employment: from an industrial economy to a services economy

Figure 2.2 shows how the volume of labour has developed since 1985, measured in terms of the number of man-years worked. In 1993 the volume of labour fell slightly for the first time since the recession in the 1980s. How it will develop in the longer term is still extremely uncertain.

The downturn in 1993 was apparently mainly concentrated in industry, and in particular in the chemical and metalworking sectors. The service sector, on the other hand, recorded a slight increase in the volume of labour. On balance, therefore, the volume of labour actually shifted.

Employment had already been shifting between sectors for some time. Figure 2.3 shows how the volume of labour has developed in the various sectors of the Dutch economy since 1975, and the CPB (central economic planning office) is expecting this trend to continue. It anticipates a slight drop in employment in industry, agriculture and the civil service over the next few years, while employment is expected to grow primarily in the commercial services sector, especially retail trade, hotels, restaurants and catering and business services. Employment will also continue to grow in the areas of healthcare and the transport sector. The reasons for this shift from industrial sectors to services sectors are wellknown:

Figure 2.4. — Unemployment by level of education



Globalization and more efficient transport are tending to encourage firms to move to locations where they can produce most efficiently. For industrial firms, this often means low-wage countries. In addition, increasing prosperity is producing a growing demand for sophisticated products and services.

It also appears that employment is not only shifting between sectors but also between levels of education among the workforce. Figure 2.4 shows how unemployment has developed at each level of education since 1975. Whereas in the mid-1970s higher

vocational education (HBO) or university education offered very good employment prospects, by 1991 the advantages of higher education had diminished, and those with a higher level of education were just as likely or almost as likely to be unemployed as those with only lower or intermediate levels. In fact, senior secondary vocational education (MBO) now offers a slightly better chance of employment than an HBO or university qualification. However, those with lower levels of education are now in a considerably worse position, and general secondary education also offers poor prospects.¹ This last point also has to do, of course, with the type of education provided: at the moment, general educational qualifications are less sought-after on the labour market than vocational training qualifications, particularly from technical courses.

Employment for those with the lowest levels of education is influenced by the following factors:

- The rapid development and application of new products and production technologies. New technologies affect the number of jobs available and therefore the scale of employment.
- Work organization and content are now geared towards job enrichment or job enlargement. This has a negative effect on employment for those with the lowest levels of education.
- Labour costs, and in particular the minimum wage. Research indicates that lowering the minimum wage improves the employment prospects of those with the lowest level of education in particular.
- The job skills required develop less quickly than the levels of skills attained by the labour force. This produces downward pressure: those with higher levels of education take the jobs of those with lower levels, and those with the lowest level are eventually squeezed out of employment altogether.

Figure 2.5 — Volume of labour¹ by sector and level of education in the Netherlands (1993) x 1 000

	lower ed.	junior gen. sec.	junior sec. voc.	senior gen. sec./ pre-univ.	senior sec. voc.	higher voc. ed.	univ. ed.
Agriculture	28	12	76	—	104	7	—
Industry	154	71	242	36	404	116	37
Retail/repairs/hotel, restaurant, catering	103	112	215	63	462	80	16
Transport, storage, communication	47	40	88	23	131	35	12
Commercial services	99	119	103	114	748	609	298
Civil service	22	42	48	37	222	109	63
Other	64	25	181	16	223	51	13
Total	517	421	953	289	2 294	1 007	439

Source: CBS (Central Statistical Office), labour force survey 1993.

¹ Measured in man-years worked.

The position of those with the lowest level of education is particularly difficult in that, while employment for this category is concentrated in industry, industry is actually providing less and less employment for it. If we look at how its position on the labour market has developed, we can see that training is needed if workers are to be given greater security.

¹ Junior secondary vocational education (LBO), or rather preparatory vocational education (VBO), seems to be the exception that proves the rule. The noticeable improvement in job prospects since 1985 stems from the unfortunate fact that the numbers going into VBO have dropped dramatically. Nevertheless, those with VBO qualifications are extremely sought-after on the labour market, and most continue vocational training in the form of apprenticeships.

Demand for better skills

It is not just the phenomenon of shifting employment that makes training necessary. Not only is the industrial society developing into a more service-based society, there are also other visible trends:

- know-how and new production technologies are being developed and applied increasingly rapidly,
- there is a growing trend to adopt an international outlook in more and more fields (globalization) and increasing competition both on new markets and on the domestic market.

Technological developments and developments in the market economy are happening so quickly that know-how becomes rapidly outdated or inadequate. This leads to a growing need for new key skills such as communication skills, quality care, environmental awareness, management skills and customer service, which give workers more to offer potential employers. Increasing demands are being made of workers' knowledge and ability in general, and these tend to outstrip the skills which the workers start out with. Workers need to offer greater quality and flexibility, and this means that further training is becoming increasingly important.

Between 400 000 and 1 million of those with the lowest level of education under threat

To sum up, then, we can say that the shift in employment and developments in job content are going to have serious consequences for workers in the Netherlands and it is obvious that those with the lowest level of education will be hardest hit. Figure 2.5 shows the composition of the Dutch labour force by level of education and sector. It would appear that the jobs of between 400 000 and 1 million of those with a low level of education are under threat and the risk is particularly great for those working in industry, agriculture and the civil service.

Training has an important part to play in improving the skills of these workers and strengthening their position on the labour market.

In addition, the jobs of those with average to high levels of education may also be threatened in sectors affected by structural changes in the economy. The number and type of workers at risk will have to be assessed by the sectors themselves and cannot be estimated in advance.

3. Description of the current situation regarding the adaptation of workers to industrial changes

Summary

This section gives a general description of the arrangements which the Netherlands has made in order to cope with socio-economic and technological developments on the labour market. It is clear that the importance of training is understood, and that a wide range of training is provided. However, an assessment of the current system shows that the extent to which the different categories take advantage of these arrangements varies widely: those with a lower level of education entering training are significantly fewer than those with

a higher level. There are also fewer workers from small firms compared with those working for larger companies.

This imbalance is the result of three factors:

1. the reluctance shown by employers and workers towards training,
2. specific shortcomings in the courses offered,
3. financial constraints.

3.1. Existing structures

There are a number of public- and private-sector organizations in the Netherlands which are busy collecting and analysing data on the vocational skills available and the anticipated needs. The main sources of data and analyses are:

- (a) large firms,
- (b) CAOs (collective agreements),
- (c) information from the training courses, and
- (d) other monitoring bodies.

(a) Large firms

The annual reports of major firms in the Netherlands show that they recognize the importance of training but a gradual deterioration in performance is leading many companies to reorganize, with the emphasis on keeping costs down.

Of the subjects on which training is being focused at the moment, the area of social skills for management grades is receiving a good deal of attention.

The social sections of annual reports regularly talk about measures for older workers, but only rarely is this linked to training policy.

Job rotation is one of the ways in which firms can achieve flexibility among their workforce, and it is becoming increasingly popular, as is on-the-job training. Quality improvement measures are another development which is often mentioned.

(b) Collective labour agreements (CAOs)

An increasing number of CAOs contain agreements on training for workers. What usually happens is that under the terms of the CAO, a firm pays a certain percentage of the average wage into a training and development fund managed jointly by employers and trade unions. The fund is then used to subsidize certain types of training. A study of 180 CAOs in 1993 indicated that over 80 % contained agreements on training and employment. In all 23 % of those agreements covered regular vocational training and 24 % general training, in other words retraining and further training for workers on the payroll. The rest of the agreements covered work experience, job creation schemes and research.

The Ministry of Social Affairs and Employment looked at three sectors in which workers are entitled under the CAO to a certain number of days' paid leave per year for training, and it tried to find out how many firms had actually introduced the scheme. It appeared that 74 % had done so, but in only 52 % of those firms had workers actually taken advantage of the scheme.

Firms are becoming increasingly aware of the existence of training and development funds in their sector: in 1991 77 % knew about them, whereas in 1992 the figure had risen to 82 %. Just over half the firms had had contact with their fund, and over a third were receiving funding from it.

(c) Information from the training courses

Research carried out by the Ministry of Economic Affairs indicates that the sectoral training organizations offer mainly practical vocational courses, which is only to be expected since the CAOs mainly cover lower grades of workers. Courses are also provided for employers, and a strikingly large amount of training is tailored to the needs of individual firms.

The CEDEO (Centre for documentation and information on extra-mural training for firms) has been working for a number of years on cataloguing the training courses available to firms in the Netherlands. In 1993 it produced a guide giving a qualitative assessment of 1497 selected training institutes and 15 000 courses. The guide is now produced annually.

(d) Other monitoring bodies

The structures and instruments listed can provide any information required on:

- trends in skill requirements (training and development funds, CIBB (Centre for Innovation in Training for Trade and Industry), etc.),
- employment trends in each sector (Central Statistical Office, central and regional employment offices, chambers of commerce, EIM (Economic Institute for SMEs), etc.).

(List of monitoring bodies)

- Central Economic Planning Office
Sectoral forecasts of trends in employment and unemployment and the likely effects of new policies.
- Research centre for training and employment
Information on links between training and the labour market, etc.
- Central Statistical Office
Data on unemployment, employment, sectors and regions.
- CIBB
Developments in job and training profiles.
- National training bodies
Developments in the fields of retraining and further training.
- Central employment office and regional employment offices
Regional and national data on employment and unemployment.
- Provincial and local authorities
Regional economic information.
- Chambers of commerce
Survey on regional industrial trends (ERBO).
- OSA (strategic labour market research organization)
Two-yearly reports on trends in supply and demand on the labour market.
- Sectors
The various sectors (training and development funds) carry out regular assessments among their firms, together with the occasional separate study. They can also now use

an instrument developed recently by the Department of Economic Affairs (Transmit) to determine future skill requirements in their sectors.

- employment trends for each category of workers (Central Statistical Office, sectoral training organizations, etc.),
- employment trends in each region (regional employment offices, provincial and local authorities, etc.),
- employment trends in each company (chambers of commerce),
- training/labour market linkage (training and employment research centre),
- work being done on training (national vocational training bodies).

The section which follows shows that the real problem (bearing in mind that there is, crucially, no information on skills obtained outside formal training) is not so much whether data are available or whether there are enough training facilities, but whether the training currently on offer is suitable for those with the lowest level of education, since these are the very people who, as we said in Section 2, are so desperately in need of training.

3.2. Range of training provided

Training for workers in the Netherlands is organized along various lines. There is no continuing vocational training system as such, but a whole range of educational facilities are provided, often funded from different sources.

Workers have the following possibilities:

1. Mainstream part-time training paid for by the government (secondary vocational education, higher education). The national bodies responsible for vocational education, which include representatives of teachers, employers and workers, draw up the curricula for initial vocational training, including theory and practice for apprentices. At the moment work is being done on developing a single national qualification system.
2. Basic training for employers, paid for by the government.
3. Courses organized by the various sectors, usually paid for by the employers. Some firms also organize or arrange courses for their own workers. The courses may be set up and given by the sector's own training officers or institutes, or else the sector or firm may contract the work out to private institutes or mainstream educational establishments.
4. Courses offered by private institutes already on the market, or courses organized under contract by mainstream vocational training establishments and jobs creation training institutes. Such courses may be paid for by the employer and/or the worker. The job creation organization may also provide funding if the training is for workers threatened with unemployment.

The national bodies responsible for vocational training often help the sectors out with training-related work, and they also now have contacts with job-creation training institutes. There are also increasing contacts between mainstream education and firms. Although the primary responsibility for initial vocational training, training for workers and training for job-seekers is shared by various parties (the government, the two sides of industry and the job-creation organization), there is a growing emphasis on coordination and cooperation.

Facts and figures¹

— Continuing training courses

Which ones are most used? Of these courses, 61 % are attended at private institutes, while sectoral organizations and mainstream schools account for 12 and 11 % respectively. Other sources come much further down the list: workers' own firms, contractors, other firms, other sources.

— Practical training courses

Some 60 % of these are technical training courses. Sectoral courses are mainly used by medium-sized firms with between 10 and 300 workers. Large firms organize a good deal of training: many more of their workers attend in-house training courses than sectoral courses. Firms with less than 10 workers rely mainly on sectoral courses. The numbers attending in-house and extra-mural courses as a percentage of the total workforce are as follows: total 25 %, 10 % in small firms (5-100 workers), 25 % in medium-sized firms (100-500 workers), 46 % in large firms (500 or more workers) (Central Statistical Office, 1988). There is also a clear difference in the level of participation between sectors, with figures varying from 16 % in the metalworking sector to 85 % in insurance.

— CAOs

Since the mid-1980s there has been a dramatic increase in the number of agreements on training included in CAOs, both as a result of the reorganization of many work processes and continuing technological developments requiring further training, for example, and in response to shortages on the labour market. During periods of economic boom these have been matched by efforts to help the weaker groups on the labour market (Ministry of Social Affairs and Employment, 1993).

The 180 CAOs in force in 1992 contained a total of 385 agreements (in 1989 only 87 % of CAOs contained such agreements). Of these, 148 CAOs (82 %) contained agreements on training and employment.

Training-related measures cover:

- mainstream vocational training (Law on apprenticeship);
- general education: retraining and further education. Not provided by employers or in connection with reorganization. Excludes training specifically for women. Includes: recognition of the individual's right to training, reservation of a certain percentage of the average wage for training, and the provision at sectoral level of a certain number of days for training;
- work experience places: temporary contracts;
- job-creation schemes, job-finding and labour pools: designed to encourage specific target groups to join certain sectors or firms;
- research: for example, into training requirements or employment trends in a particular sector.

Of the agreements in force in 1992 which are relevant for Objective 4, 88 concerned general education and 63 research. Job-creation schemes and research are gaining in importance in training agreements, as is shown by an analysis of the CAOs concluded recently and the new agreements they contain.

¹ The definitions of large, medium-sized and small firms in terms of the number of workers employed vary depending on the source used.

3.3. Assessment of the current system

The organizations and bodies described earlier are very good at identifying trends in skill requirements and employment and gearing training towards them. This in itself is one of the strong points of the Dutch worker training system. Figure 3.1 shows the considerable expansion in training for workers which occurred between 1986 and 1990, partly thanks to the system. However, despite this substantial growth the market in training for workers still seems to be patchy, with certain groups of workers systematically under-represented. These are:

1. Those with a low level of education

Those with higher levels of education and young workers appear to receive more training than older workers, migrant workers, women and those with lower levels of education. The last group in particular, which naturally overlaps with the other three, is systematically under-represented on in-house training courses. Greater efforts to provide training for this group would certainly improve its chances of finding employment.

2. Workers in small and medium-sized firms (SMEs)

Workers in SMEs have generally received less training than those in larger firms, relatively speaking. In large firms around half of the workers attend in-house courses, whereas in smaller companies, which employ some 80 % of the workforce, the figure is only one in seven (Figure 3.2). Larger firms (with more than 100 workers) also spend more on training: in 1990 the training costs in large firms were six times higher than in SMEs. There are two reasons for this. First, large firms tend to send their workers on training courses more often and, second, the courses attended are more expensive than average.

3. Workers with fixed-term contracts

The third group of workers under-represented in training programmes are those whose contract of employment is for a fixed period.

Figure 3.1. — Training for workers 1986-90

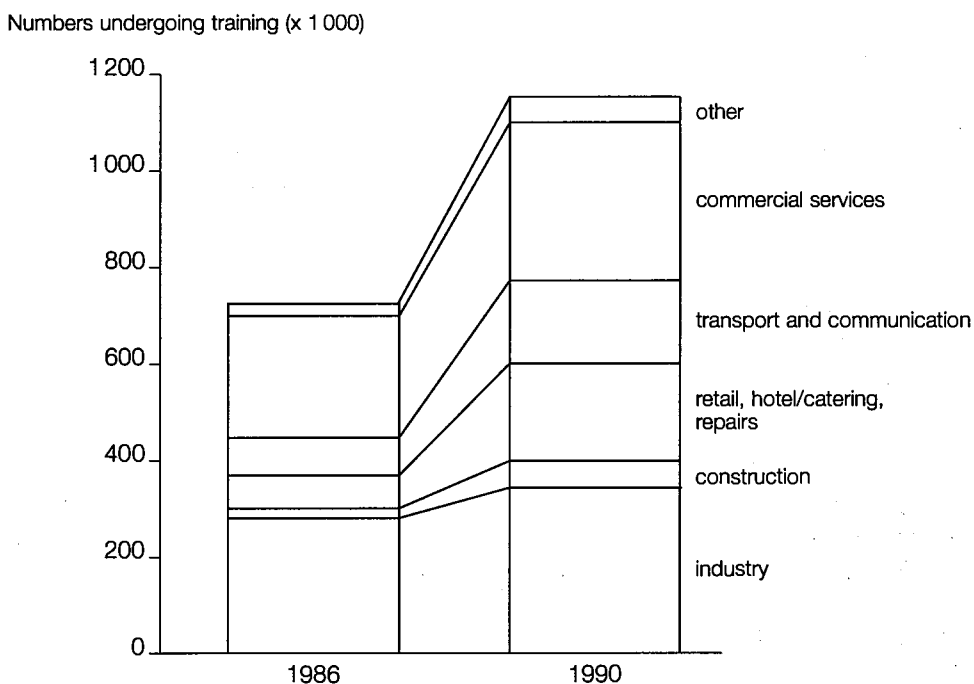
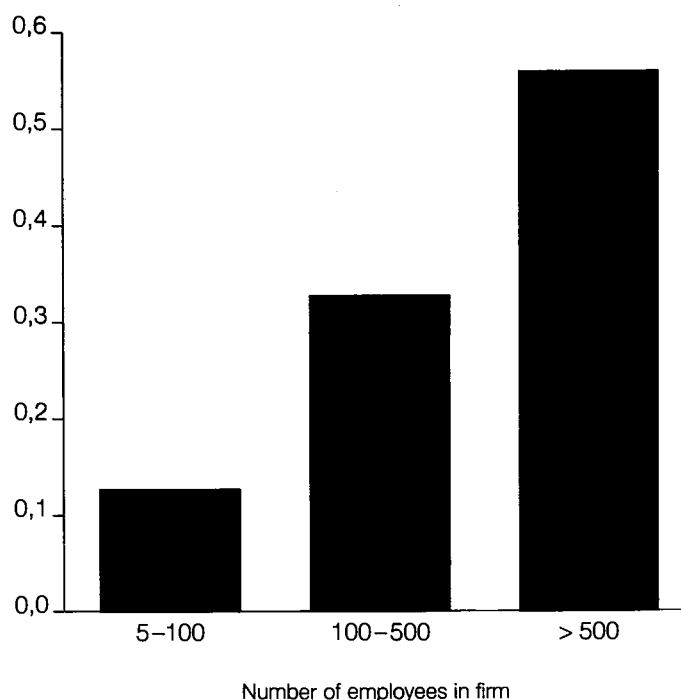


Figure 3.2. — Training courses per worker per year by size of firm

Number of training courses per worker per year



Effects of uneven distribution

This imbalance has a number of important repercussions on the structure of employment in the Netherlands:

- The uneven distribution of training activities widens the gap between those with a lower level of education and the rest of the working population, weakening their position on the labour market still further.
- This then increases the rate at which this group is squeezed out of jobs by those with higher levels of education.
- If lower-skilled jobs are taken by those with higher levels of education the result is often a qualitative increase in the skills required, since the workers upgrade the jobs to suit their own skills. Such jobs can then never revert to those with lower levels of education.
- The perceived lack of transparency on the training market and the reluctance shown by employers towards training also have something to do with the size of the firm. It is often smaller firms which find the training market impenetrable and/or resist training, and this also partly explains why smaller firms organize relatively little inhouse training compared with larger companies.
- All these factors lead to an imbalance on the labour market which puts those with lower levels of education at a disadvantage. This is very much at odds with training and labour market policy in the Netherlands, which is geared towards offering equal opportunities and restricting inequality and disadvantage as much as possible.
- The social costs of long-term unemployment are high, both financially and in less material ways.

Three causes of under-representation among certain groups of workers

A good deal of research has been done in the Netherlands and is still being carried out on the causes of the problems we have described on the training market, and the answer is that there is no one single explanation. Apart from mental and physical handicaps there are often a number of other obstacles which prevent workers from obtaining adequate training, and it is difficult to identify which are the worst. What is more, the problem often does not lie solely with the workers: a boss with a negative attitude towards training can also be a major handicap to workers who would like the chance to improve their skills.

Research indicates that the causes of the training imbalance among workers are as follows:

1. The reluctance shown by workers and employers towards training.
2. Shortcomings in the training courses provided.
3. Financial constraints.

The following section examines these causes in further detail.

Cause 1: the reluctance shown by employers and workers towards training

There seem to be two reasons why employers and workers show reluctance towards training: first, they do not seem to be sufficiently aware of its importance and, second, there seems to be organizational and emotional resistance to training.

— Insufficient awareness of the importance of training

If training is to be really effective, it is most important that those involved should recognize its usefulness. The following factors come into play here:

Workers:

- if everything is going well in the firm, the workers do not really realize that, without training, they will eventually become too expensive for their employer to keep them on,
- training without the prospect of career development is regarded as pointless.

Employers:

- employers who do not regard training as important for themselves tend to feel that it is of little importance for their workers,
- during periods of recession, workers who under-perform can easily be replaced by more skilled workers,
- employers do not see why it is in their interest to retrain their workers, since this is merely serving the interests of employers in a different sector,
- employers discourage workers from seeking further training because they are afraid that the workers will then have higher career expectations.

— Organizational and emotional resistance

Rational and irrational constraints constitute a second category of obstacles to training. When analysing the extent to which workers and their bosses are prepared to accept training, it is difficult to distinguish between organizational and emotional influences. What they say may not be what they mean. This is why we have put them in the same category.

Workers:

- training outside working hours is regarded as a burden,
- fear of failure.

Employers:

- the smaller the firm is, the more difficult it is to do without workers while they are away on training,
- employers do not like it when their workers outdo them in know-how and skills as a result of training.

Cause 2: shortcomings in the training courses provided

Although, as we indicated earlier, there is a substantial range of training on offer in the Netherlands, there are still considerable shortcomings which cause certain groups of workers to underuse the system. The problems mainly lie in course content, which may not be what the worker needs, or in the teaching methods used.

Workers:

- the course syllabus is too broad in relation to the job,
- the course syllabus is too difficult for the target group.

Employers:

- employers often find that courses are not sufficiently practical.

Cause 3: financial constraints

Last but not least, it has to be said that the costs associated with training are often a major obstacle preventing workers from improving their skills and thereby their opportunities on the labour market.

Workers:

- are not able to meet the sometimes considerable costs themselves.

Employers:

- a cost-benefit analysis of training often proves negative.

Conclusions

As an aid in defining policy, we can express the three categories of obstacles described above in question form:

1. How can we convince workers and their bosses that training is really useful and thus create the right conditions to encourage them to make use of the training system, thereby giving workers better opportunities on the labour market?

2. How can we eliminate the discrepancies which exist between the training provided and actual training needs?
3. How can we ensure that the cost of training, which some target groups and employers find prohibitive, is brought down, so that financial considerations no longer present an obstacle for workers wishing to pursue training courses?

The policy which the government in the Netherlands has developed on this basis, by introducing legislation and allocating funding from the budget, is described in the following section.

4. General strategy

Summary

This section examines why further policy developments are needed to deal with training for workers threatened with unemployment:

- under an agreement between the government and the social partners in the Netherlands, responsibility for training for workers lies in principle with the industrial community;
- government policy in the Netherlands aims to create the right conditions for worker training, rather than provide funding for it;
- in order not to influence competition, the education and development funds are not really in favour of using money supplied by the industrial community for training or retraining workers.

4.1. How does the Netherlands deal with socio-economic developments?

Government strategy and measures

Compared with wage levels in the NICs (newly industrialized countries) and the countries of Eastern Europe, wage costs in the Netherlands are too high for it to be able to compete on the world market. That being said, its economic position in an increasingly competitive forum can be improved by concentrating on top-quality products and high productivity rates. Progressive technical development is absolutely essential if these high productivity rates are to be maintained in future, and this is why 'knowledge intensification' forms such a vital part of economic policy in the Netherlands, where it is seen as a prerequisite for strengthening the country's competitive position. The government is following three lines of approach here:

1. promoting industrial research and development,
2. consolidating the infrastructure for disseminating knowledge,
3. increasing the use of technology in the public sector.

The second element is particularly relevant in the context of this document, involving as it does the promotion of investment in education, worker training and applied research.

The policy pursued by the government (Ministries of Social Affairs and Employment, Education and Economic Affairs) is designed to improve the operation of the market in training

and to eliminate shortcomings, rather than to provide financial support for worker training in the industrial community. The provision of initial training is seen as the responsibility of the community, whereas post-initial training is mainly regarded as an investment to be made by industry. This does not mean that the government does not regard the links between education and industry, including worker training, as a top priority area. But government policy focuses more on creating the conditions for matching supply and demand in worker training, rather than funding the training itself (examples include Impuls, Vrijmarkt, Transmit). The only funding provided by the government for worker training is on a limited scale and covers only selected cases:

- the 1992 and 1993 funding schemes for worker training,
- the worker training scheme for Objective 2 regions,
- the KRS (framework training scheme) and other training-related measures such as Impuls (HFL 8 million spread over three years) and Vrijmarkt (HFL 3 million spread over three years), which were not specifically designed for workers, but which workers were, in a certain number of cases, able to use,
- SSWB, which was designed to develop a training infrastructure in the various industrial sectors.

The worker training schemes introduced by the Ministry of Education and Science in 1992/93 were designed to ensure that as many people as possible entering work or already in work have at least basic skills. The aim was thus to encourage firms to do more to provide training for their unskilled workers. Both public and private sectors could apply for funding for projects, subject to a number of conditions.

The schemes were not as successful as intended, mainly because the requirements for submitting applications were too stringent. In the end, only one sectoral project actually received funding.

The worker training schemes and the programmes for workers in Objective 2 regions have given considerable impetus to worker training in firms in these regions. However, a number of criticisms can be made:

- SMEs tend to take less advantage of the schemes than larger firms in the regions;
- in many cases, in order to obtain sufficient numbers, workers have had to be grouped together with non-workers, or else other ways have had to be found to obtain adequate group sizes;
- in many cases the programmes were not adequately tailored towards the regions' priority sectors and training needs;
- a large number of the training courses seem to have been developed on the basis of what could be offered, rather than being demand-led.

However, none of this alters the fact that worker training has been and still is an important element in Objective 2 policy.

In every case where there has been a clear strategy to develop certain aspects of industrial life, such as the introduction of quality care in SMEs and other firms, and where this strategy has been put into practice using ERDF and ESF structures and training resources, worker training has proved an absolutely invaluable instrument.

We should also point out that there are various training activities taking place under a number of national and regional schemes in this field. The maze of different schemes and initiatives makes it very difficult to assess what effect the policy pursued in this area has had up to now, or to decide on a particular policy for the future. As a result the existing employment policy funding schemes (BVI, SSWB, BBS) are to be incorporated into a new 'framework scheme for sectoral training', which should make the whole area of worker training much more transparent.

To summarize the situation, the efforts made can be said to have been reasonably effective, as we can see from the growth in in-house training described in the previous section. However, the current system of schemes has a number of weaknesses, particularly in relation to the imbalance we mentioned earlier:

- the schemes are not specifically geared towards the target group described in the previous section;
- they have only limited scope;
- the funds for a number of the schemes mentioned have now been exhausted.

The conclusion is, therefore, that current government policy is not adequate to deal with the problems we have described.

Strategy and measures taken by industry

Because worker training is primarily regarded as the responsibility of the industrial community, it is the industrial community itself which provides most of the training, mainly under CAO agreements in the various sectors. These agreements specify the content and scope of the training and funding to be provided. The education and development funds concentrate on:

- further training, and
- training for particular groups of workers.

However, one thing not covered by education and development fund policy are the typical open retraining courses. The funds feel that it is not their place to keep on telling firms over and over again about the need for training. If, for example, small firms refuse to have anything to do with training, their competitive position on the domestic market will be affected sooner or later. Interfering with these relative competitive positions by 'pushing' training does not form part of the funds' policy. Firms with good human resource management do not want to pay to help firms with inadequate or non-existent training policies to catch up.

Further measures: setting examples

Although the Dutch government regards worker training primarily as the responsibility of the social partners, and although industry itself provides a considerable amount of training, it is clear from what we said earlier that certain further measures are needed. Priority should be given here to training for those groups of workers whose position on the labour market is under threat and who are not being reached under the present system.

The government and the two sides of industry need to take more targeted and far-reaching measures than they have done up to now if the imbalances on the training market are to be remedied.

4.2. Objective 4 priorities in the Netherlands

Under Objective 4, the Ministry of Social Affairs and Employment, as the coordinating body within the government, intends to do what it can to eliminate the causes of the imbalance in training for workers whose job prospects are under threat.

As the financing plan below indicates (see Part III), the funding available for the Objective 4 programme will not be enough to provide training for the entire target group. However, a substantial number — more than 100 000 — can be helped. The innovative approach to be

adopted for Objective 4 may result in industry improving its own capacity to organize training for itself.

Priority policy plans therefore need to be developed in the following three areas:

1. promoting awareness of training;
2. bringing the training provided into line with training needs;
3. implementation of training programmes.

The Netherlands government hopes that the European Social Fund will provide funding for these plans.

5. Priorities and measures

5.1. Definition of problems

Fundamental problem

As statistics and research have shown (see Section 3), distribution on the worker training market is uneven, with three groups of workers systematically under-represented on training programmes:

1. those with low levels of education;
2. those working in SMEs;
3. those working on fixed-term contracts.

The imbalance has three causes:

1. the reluctance shown by employers and workers towards training;
2. shortcomings in the training courses provided;
3. financial constraints.

Although it is true that the existing structures are capable of providing training for large groups of workers to enable them to maintain their position on the labour market, the current system nevertheless has a number of weaknesses:

Government:

- schemes organized by the government are not specifically geared towards the target group described earlier;
- the schemes are limited in scope;
- funding for a number of the schemes mentioned is now exhausted.

Industry:

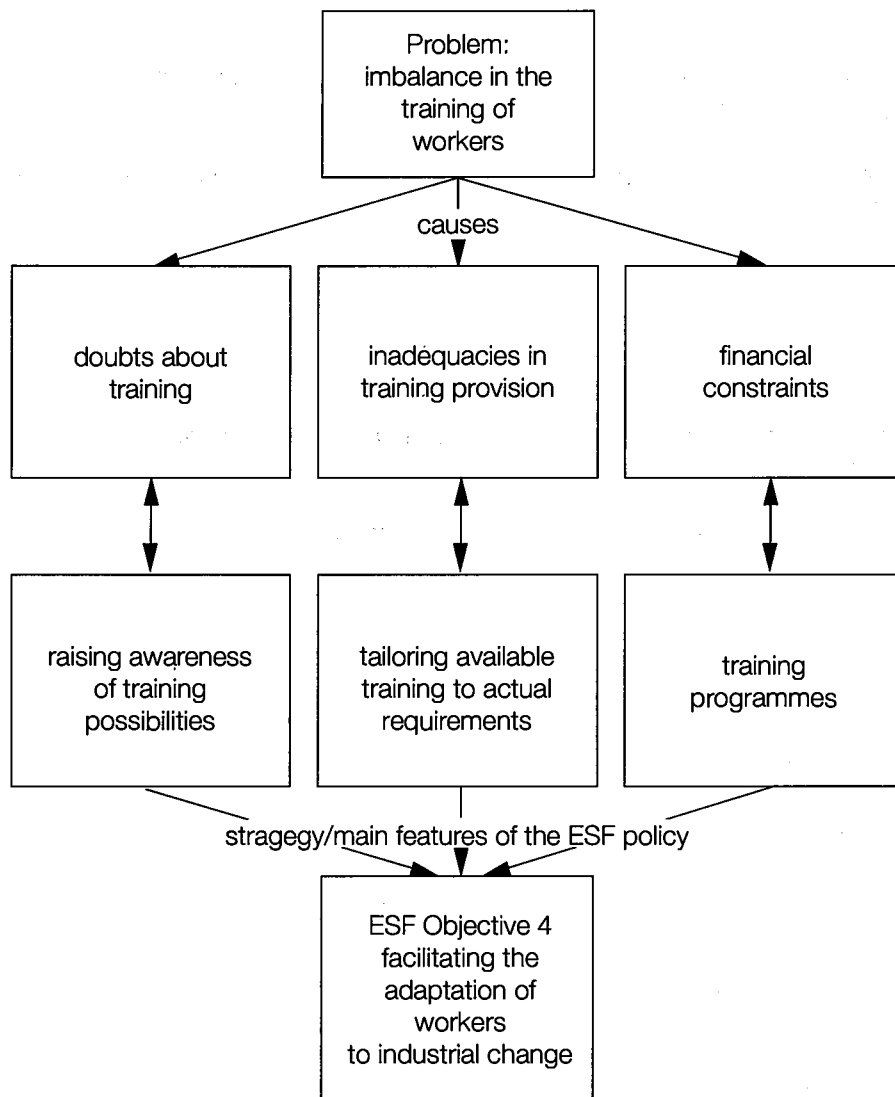
- education and development funds deal only with further training and training for particular groups of workers, not basic training and retraining;
- not all workers come under the scope of the education and development funds.

As a result, the existing structures are apparently not able to eliminate the various constraints and therefore the imbalance.

5.2. Strategy: tailored to the problems defined

Figure 5.1 illustrates how the problems and the strategy developed are linked.

Figure 5.1 Links between problems and strategy



The following questions were formulated to help develop a strategy to correct the imbalances:

1. How can we convince workers and their bosses that training is really useful and thus create the right conditions to encourage them to make use of the training system, thereby giving workers better opportunities on the labour market?
2. How can we eliminate the discrepancies which exist between the training provided and actual training needs?
3. How can we ensure that the costs of training, which some target groups and employers find prohibitive, are brought down, so that financial considerations no longer present an obstacle for workers wishing to pursue training courses?

5.3. Priorities and measures

The questions listed above were used as a basis for developing the following priority plans:

1. Increase awareness of training among workers and their bosses in order to encourage workers threatened with unemployment (= the target group) to undergo training.

Measures:

- (a) help SMEs in particular to develop their human resource management policy, with the introduction of training plans and individual training guidance for workers in the target group;
 - (b) provide support in the development and application of methods needed to achieve the objectives described in (a).
2. Ensure that the training provided is more in line with the training needs of the target group.

Measures:

- (a) identify skills shortages resulting from economic and technical developments and changes in work organization which could eventually lead to unemployment;
 - (b) where necessary, support the development of training courses whose content and teaching methods are tailored to the needs of the target group defined under (a).
3. Introduce training programmes designed to help the target group to stay in employment.

Measure:

Subsidize training costs.

Part II of this document looks in closer detail at these priorities and the measures described.

PART II

The single programming document

1. Introduction

Results of consultation

There are three strands to the government's policy in the Netherlands:

- promoting industrial research and development,
- consolidating the education infrastructure,
- promoting the application of modern technology in the public sector.

The proposed strategy is designed to remove the obstacles which make it difficult or impossible for the target groups (SMEs, those with low levels of education and workers with fixed-term contracts) to obtain further training or retraining.

When the Netherlands submitted its original plan on 27 October 1993, the Commission expressed certain reservations which were then spelt out in an assessment indicating that the document would have to be completely revised. With the Commission's help, the Netherlands was subsequently able to adapt its strategies and priorities to focus the ESF funding more efficiently on the main problem areas where improvements would be impossible without financial aid.

The Netherlands submitted its new draft programming document on 17 October 1994. The new version broadly meets the requirements laid down in the regulations for single programming documents, although there are still certain points that need to be improved, particularly the measures and aspects relating to co-funding.

Following consultations with the Commission, a number of indicators and a method for determining additionality were added to make the document more coherent and transparent.

On this basis and in line with the advice given by the Commission, the funding for the Netherlands is to be targeted on the following priorities:

1. Promoting awareness of training
 - 1.1. Support for the development of human resource management particularly in SMEs, designed to promote the introduction of in-house training plans and individual guidance.
 - 1.2. Help in developing and applying the methods needed to achieve the objectives described under 1.1.
2. Bringing the training provided more into line with training needs
 - 2.1. Help in identifying skills shortages among the target group.
 - 2.2. Promoting the development of training courses whose content and teaching methods are tailored to the needs identified under 2.1.
3. Introduction of training programmes.
4. Technical assistance.

This approach will enable us to improve the synergy between the policy pursued in the Netherlands and the policy promoted by the Commission in the White Paper and under the ADAPT programme.

2. Priorities and measures

2.1. Priorities

Priority 1: Promote awareness of training among workers and their bosses in order to encourage workers threatened with unemployment (the target group) to undergo training

Workers as a target group

Workers are those working under a regular employment contract who earn an income from their work, including the self-employed.

The target group includes workers threatened with unemployment in the foreseeable future. Other sub-groups include:

- those with lower levels of education who belong to the target group by definition and may be regarded as the 'nucleus' which the system is designed to help;
- workers who, because of the sector or region in which they work, will eventually face the threat of unemployment if they do not receive training;
- SMEs, which employ many of those with lower levels of education and therefore merit special attention.

These specifications do not exclude any workers who fulfil the main condition of being 'threatened with unemployment in the foreseeable future'. The system might therefore also cover those with average or higher levels of education, although project organizers must be able to prove that the main condition still applies.

The system does not cover workers employed by central, regional and local authorities or those working in the agricultural sector (farming, stock breeding, fishing and forestry).

Project organizers must provide a detailed description of the target group for their project. When the projects are assessed it will first be determined whether the workers concerned fit into any of the categories described above. If this is not the case, or only partly true, the project organizers must provide cogent proof that the workers fulfil the 'unemployed in the foreseeable future' requirement.

Projects will also be carefully scrutinized to ensure that the target group is sufficiently clearly defined.

Training awareness

The term 'training awareness' implies an attitude of mind among workers and their bosses which convinces the target group that it is both useful and feasible to obtain the vocational skills they need and actually to undergo training.

Priority 2: Bring the training provided more into line with the actual training needs of the target group

'Training needs' are the skills which workers in the target group lack, making them vulnerable on the labour market. Training needs are not necessarily vocational: they may also include basic skills such as languages, arithmetic and general manual and social skills which give workers more flexibility.

The training provided includes all the training courses organized in the Netherlands, apart from mainstream initial vocational education. Project organizers must submit a detailed analysis (with the help of a programme like Transmit, for example) of the training needs and the training provided, clearly indicating where the inadequacies or shortcomings lie.

Priority 3: Implementation of training programmes for workers threatened with unemployment, designed to help them stay in employment

The actual implementation of training for the target group is the single most important aspect of national policy. Given that the overall objective is 'training as a means of staying in employment', if useful training courses can be set up without involving major efforts on the fronts we mentioned earlier, and if all that is required is to provide funding, then there is no point in wasting time on anything other than subsidizing courses.

Training programmes

'Training' means post-initial courses which, where possible, lead to some form of recognized qualification. The system is primarily intended to enable workers to acquire the skills they lack, putting them in a better position to keep their current jobs or to find new ones.

The actual implementation of training for the target group is the number one priority in national policy.

2.2. Measures

Priority 1: Promote awareness of training among workers and their bosses in order to encourage workers threatened with unemployment (the target group) to undergo training

Measures

(a) Financial support for the development of human resource management particularly in SMEs, designed to promote the introduction of in-house training plans and individual guidance for workers in the target group.

This could include projects in which experts have direct contact with heads of SMEs (particularly smaller firms) and their workers with a view to enrolling workers for training courses (like the 'Prima Zaak' and 'Prima Werk' projects in the hotel, restaurant and catering sector). The following could be useful here:

- recognition of acquired skills, in other words the formal establishment of the skills which workers have acquired in practice outside mainstream or recognized training, with supplementary training guidance; human resource management plans designed to promote job enrichment and skills enhancement, again with supplementary training guidance;
- advice on the best course for the worker's needs;
- 'the boss as coach' programmes (like those in car firms), designed to increase bosses' awareness of training, and to train them in using training as a management tool;
- identification of the skills required under sectoral qualification schemes, particularly for those with lower levels of education;
- *et cetera*.

What all of these have in common is that they should lead to actual training. The main indicator of the impact of the measure will therefore be the increase in the number of workers in the target group enrolling for courses under the scheme.

(b) Financial support for the development and introduction of methods needed to achieve the objectives set out in (a).

The objectives here are:

- to develop methods and techniques for each sector and/or region which are firmly rooted in existing or new job skills training structures;
- to train HRM or acquired skills recognition specialists;

- to draw up handbooks for bosses and workers on using the methods and techniques developed.

The impact of the methods and techniques can be measured by:

- the number of HRM training plans;
- the number of acquired skills recognition certificates issued;
- the number of individuals given training guidance.

Priority 2: Bringing the training provided into line with training needs

Measures:

- (a) Financial support for the identification of skill shortages among the target group resulting from economic and technological developments and changes in work organization, which could eventually lead to unemployment.

The acquired skills recognition programmes in particular are expected to produce a much more accurate picture of the real training needs of those with lower levels of education and other workers facing the threat of unemployment. At the same time, if this innovative approach to the 'much training needed, little training wanted' problem has the desired effect, it should stimulate other sectors of the economy.

Project organizers are expected to be up-to-date on developments on the labour market in their sector or region. The measure offers the opportunity:

- to identify trends influencing quantitative and qualitative developments in employment needs in the sector or region concerned;
- to follow up the career developments of those with lower levels of education;
- both in relation to separate, independent socio-economic developments;
- and in relation to the effects of the Objective 4 measures taken.

The best indicator of the effectiveness of measure 2(a) will be the number of policy initiatives carried out as a result of the observations made.

- (b) Where no suitable training is available, promote the development of courses whose content and teaching methods are tailored to the target group's needs, as described in (a).

The accent here must be on eliminating problems other than direct training costs, such as insufficiently practical course content, travel, unsuitable hours, etc. Examples would include:

- 'on the job' training;
- training for instructors and tutors;
- exchanges of instructors between firms;

- joint training courses;
- tele-learning, CD-i programmes;
- supervision of trainees in groups (to prevent them from dropping out early);
- *et cetera*.

As with measure 1(a) the effect here will be reflected in the number of people enrolling for new, adapted courses. The 'demonstrable' increase in the target group's success rate in courses under the scheme (or in other words the reduction in the percentage of early leavers) will also be significant.

Priority 3: Implementation of training programmes

Measure:

Subsidize training costs

Training costs fall into three categories:

- costs incurred by the institute providing the training;
- costs incurred by the employer if all or some of the training is organized by his own firm using his own staff;
- loss of wages for the worker.

In addition to figures for the number of workers from the target group attending courses under the scheme and their success rate, the effects of the training will be measured, where possible, in terms of changes in the workers' career prospects in the firm and elsewhere.

The following section gives further details of these indicators.

Selection of projects

Projects will be selected during the operational phase of the programme on the basis of criteria drawn up by the Monitoring Committee (see also Part IV).

A brochure to be widely distributed when the programme on 'Training as a means of staying in employment' is introduced will give details of project themes as a guide for any project organizers interested. The themes will mainly be based on the ideas set out in sections 3 and 4 of Part I of this document.

Priority 4

Technical assistance

The budget for technical assistance costs is based on the following:

- programme preparation and follow-up;
- programme management:
 - project development,
 - project supervision,
 - project execution (non-project costs),
 - financial administration and control,
 - promotion and provision of information,
 - monitoring,
 - programme evaluation.

3. Indicators

The implementation of Objective 4 is special in that it involves three successive phases: anticipation, prevention and orientation.¹

Grouping operations by function makes it difficult to use indicators and to quantify objectives for the programme as a whole, particularly as it is difficult to predict the scale of the 'anticipation' operations. It may also be difficult to identify and quantify the economic activities affected by industrial changes and the consequences of these changes for the target group.

Each phase of the implementation of Objective 4 depends to a certain extent on the one before, as people's understanding of the problems and the definition of the priorities are constantly improved and updated.

In order to fulfil the requirements set out below and to facilitate the quantification needed, a number of indicators must be selected and applied in greater detail as necessary. These indicators will mostly be determined by the interim results of the anticipation phase.

The indicators listed below fall into three categories:

- indicators for determining the general situation regarding industrial change in the Netherlands (1 to 11); these do not only relate to operations co-funded by the ESF;
- performance indicators (12 to 17) for measuring the achievement of practical objectives (under the operational programme and the various measures); these relate only to operations co-funded by the ESF;
- indicators quantifying the main priorities, where possible (18 and 19); these do not only relate to operations co-funded by the ESF.

Project organizers will have to indicate in their plans:

- what practical achievements they hope to attain (performance indicators),
- what effects the project's activities are intended to have (effectiveness indicators).

The effectiveness indicators will have to be measured from a zero starting-point.

¹ Anticipation: determination of the effects of current and future changes on employment and skills. Prevention: all retraining and vocational guidance measures for workers designed to help them to stay in employment. Orientation: development and adaptation of the education system.

Organizers whose projects are accepted will be required to submit interim progress reports to the programme management. A non-restrictive list of possible indicators is given on the following page.

The following indicators apply specifically to training measures:

Monitoring

A monitoring system is to be set up for the programme on 'training as a means of staying in employment' as follows:

— Situation at the outset

The situation of the Netherlands economy in general and of industry in particular will be mapped out using indicators 1 to 11. Sources such as the Central Statistical Office and the Central Office for Economic Planning, together with other bodies in the Ministry of Social Affairs and Employment and elsewhere, will be consulted. The information will be published by the end of 1994.

— Implementation of the programme

The programme management will monitor the actual execution of the projects under each measure using indicators 12 to 17. It will request project organizers to provide accurate details in good time for this purpose.

For each priority the programme management will collect data which demonstrate, where possible, the effects of the policy pursued (indicators 18 and 19). These indicators will provide information not only on Objective 4 activities, but also on the main developments on the labour market and in industry in general in the Netherlands.

1. Situation indicators

- (1) Total number of firms (broken down into SMEs¹ and others).
- (2) Total workforce in the firms referred to in (1).
- (3) Number of firms affected by industrial change (broken down into SMEs and others).

Criteria for determining whether firms have been affected by industrial change will have to be established either at the end of the first 'anticipation' phase or through specific research.

It may be useful to start by collecting information about the firms, relating to:

- major job losses in the recent past;
- a significant turnover in the workforce;
- job vacancies which cannot be filled;
- internationalization.

- (4) Total workforce in the firms referred to in (3).
- (5) Comparison of (1) and (3) using NACE/CLIO classifications. (In order to determine the concentration of firms in certain sectors undergoing industrial change.)

¹ All indicators should be assumed to break SMEs down into those with less than 15 workers, those with between 16 and 49 workers and those with 50 workers or more.

- (6) Comparison of (2) and (4) using NACE/CLIO classifications.
- (7) Vacancies which cannot be filled (by skill/by sector).
- (8) Number and percentage of firms, broken down into SMEs and others, which took part in operations organized as part of the vocational training programmes:
 - all firms;
 - firms undergoing industrial change.
- (9) Number, percentage and level of education of workers who took part in training projects:
 - in all firms;
 - in firms undergoing industrial change;
 - *idem* by sector using NACE/CLIO classifications.
- (10) Performance of the research instruments during the 'anticipation' phase. This is a qualitative indicator and includes factors such as the methods used, sectors investigated, sampling frequency, cooperation from the parties involved, etc.
- (11) Training expenditure per worker (broken down into private and public spending):
 - in all firms (broken down into SMEs and others);
 - in firms undergoing industrial change (broken down into SMEs and others);
 - in sectors undergoing industrial change (identified using the comparisons referred to in (5) and (6)).

II. Performance indicators

- (12) Number of firms which took part in training projects, broken down into SMEs and others.
- (13) Number of workers who took part in training projects:
 - total;
 - by size of firm and sector;
 - by sex;
 - by age;
 - by level of education (before and after the training).
- (14) Those responsible for training in the firm.
- (15) Duration of training.
- (16) Average cost of training projects per unit.
- (17) Training content, for example:
 - CAD/CAM;
 - 'quality';
 - management skills.

III. Objectives

The aim is to increase the number of workers taking part in training or retraining projects and the number of instructors in firms which have taken part in such a project.

- (18) Number of workers who have taken part in a training course (estimate up to 1999).

(19) Number of instructors in firms which have taken part in a training project (estimate up to 1999).

This approach will not determine whether the desired effect has been obtained, such as whether the skills acquired are what the firm needs.

Further research can be carried out using the information collected through situation indicator (7).

Summary of indicators

Priorities	Measures	Indicators (suggested)	
		performance	effect(s)
1. Promote awareness of training	(a) financial support for the development of human resource management (HRM) particularly in SMEs, focusing on company training plans and training guidance for individual workers in the target group	<ul style="list-style-type: none"> • work done by advisers • * visits made (to firms) • * HRM/training plans • * recognition of acquired skills • * training guidance 	<ul style="list-style-type: none"> • increase in numbers from the target group * enrolling for courses under the scheme
	(b) financial support for the development and introduction of methods needed in order to achieve the objectives defined in (a)	<ul style="list-style-type: none"> • method/organization developed as required 	<ul style="list-style-type: none"> • * HRM/training plans • recognition of acquired skills • * training guidance
2. Bring the training provided into line with training needs	(a) funding for the identification of skills shortages among the target group, as a result of economic and technological development and changes in work organization	<ul style="list-style-type: none"> • shortages identified as described 	<ul style="list-style-type: none"> • initiatives carried out as a result of the shortages identified
	(b) ensure that, where necessary, courses are developed which are tailored to the needs of the target group, as identified in (a)	<ul style="list-style-type: none"> • courses developed as described 	<ul style="list-style-type: none"> • increase in * numbers enrolling for new or adapted courses • increase in success rate
3. Execution of training programmes	Subsidization of training costs	<ul style="list-style-type: none"> • actual numbers * attending courses • * numbers completing courses • hours given up by workers/tutors 	<ul style="list-style-type: none"> • changes in career prospects after training — in the firm — elsewhere (figures on mobility)

Indicators for training courses

The following indicators apply for training courses:

- number of participants at the beginning and at the end (whether or not diploma/certificate + further details);
- detailed analysis of participants (level of skills, age, sex, etc.);
- level of training at the beginning and at the end;
- duration of training in hours: theory/practice/guidance and monitoring;
- average cost per hour (unit costs);
- 'participants' next move:
 - back to the same employer/to a different employer/which sector (economic sector or public sector);
 - to further training;
 - to start own business;
 - to continue the same/different work in own firm.

Notes on the following figures and tables

1. It has been decided not to define SMEs according to the number of employees. The most detailed figures are given instead.
2. For sector classification the Dutch SBI system is used, which varies slightly from NACE. A summary of the differences between the two systems is attached.
3. In the first set of tables, the sector breakdown goes only to branch level.
4. The statistics on in-house training are the Central Statistical Office's statistics for 1990. The results of the 1992 survey on in-house training are expected in November.

Table 1
Firms (excluding public sector) by activity (SBI 93) and size, 1 January 1993

SBI (standard industrial classification) 93	Number of workers ¹									Total
	0	1 - 5	5 - 10	10 - 20	20 - 50	50 - 100	100 - 200	200 - 500	500 and over	
C Mineral extraction		94	33	42	33	12	7	3	2	512
D Industry	286	13 090	5 181	4 164	3 747	1 532	810	493	194	51 387
F Construction	22 176	13 196	4 834	3 712	2 574	738	276	100	32	47 874
G Sale and repair of consumer goods	22 412	67 590	12 742	7 159	4 266	1 007	416	200	90	194 032
H Hotel, restaurant and catering	100 562	17 778	2 489	1 111	489	118	43	29	12	41 836
I Transport, storage and communication	19 767	6 840	2 163	1 740	1 350	418	182	70	42	26 837
J Financial institutions	14 052	7 175	775	365	243	101	46	51	46	47 990
K Rental and business services	39 188	27 363	4 696	2 822	1 863	645	304	180	105	133 719
L Public administration, social insurance	95 741	35	10	11	11	9	11	22	8	117
M Education ²		798	65	21	6	1	—	—	—	6 498
N Healthcare and welfare	5 807	17 001	1 466	905	1 171	759	367	392	189	22 250
O Cultural and recreational services ³	18 882	16 687	2 003	1 012	595	217	107	47	14	39 564
Total	338 673	187 647	36 457	23 061	16 348	5 557	2 549	1 587	734	612 616
C Mineral extraction										
10 Peat cutting	10	9	1	2	2	—	—	—	—	24
11 Oil and gas extraction	183	22	4	6	11	10	6	3	2	247
14 Sand, gravel, clay and salt extraction	93	63	28	34	20	2	1	—	—	241
D Industry										
15 Food and drink	1 531	2 600	1 278	684	457	190	125	102	33	7 000
16 Tobacco	12	2	1	4	3	2	—	4	4	32
17 Textiles	766	349	124	108	122	49	36	18	3	1 575
18 Clothing: fur preparation and dyeing	2 017	604	188	101	67	30	15	3	—	3 025
19 Leather and leather goods (excl. clothing)	262	141	46	47	45	23	6	2	—	572
20 Wood, cork and cane goods (excl. furniture)	1 401	717	221	171	134	46	11	9	—	2 710
21 Paper, cardboard; paper and cardboard goods	80	52	28	35	45	37	30	34	9	350
22 Publishing, printing, reproduction	3 872	2 192	818	614	491	142	75	38	24	8 266
23 Oil and coal processing	10	4	3	1	6	3	—	7	3	37

¹ In 1991: 1 worker = 280 days paid.

² Only driving schools included in the figures.

³ Excludes firms without staff under charity organizations (SBI 91) and culture, sport and recreation (SBI 92); ideological organizations are entirely excluded.

Table 1 (continued)
Firms (excluding public sector) by activity (SBI 93) and size, 1 January 1993

SBI (standard industrial classification) 93)	Number of workers ¹									Total
	0	1-5	5-10	10-20	20-50	50-100	100-200	200-500	500 and over	
24 Chemical products	309	198	69	79	96	64	56	50	32	953
25 Rubber and plastic products	314	283	151	148	169	87	53	19	9	1 233
26 Glass, earthenware, cement and chalk products	768	358	187	166	172	72	37	14	10	1 774
27 Metals in primary form	74	40	25	38	30	18	20	9	9	263
28 Metal products (excl. machinery)	3 229	1 741	809	738	890	258	107	42	9	7 621
29 Machinery and apparatus	1 120	855	392	466	545	230	120	61	10	3 799
30 Office equipment and computers	243	67	18	14	18	8	7	1	3	380
31 Other electrical appliances	351	235	110	106	70	43	14	13	8	950
32 Audio, video and telecommunications equipment	165	55	29	31	26	14	8	6	4	338
33 Medical and optical equipment, clocks	828	608	165	117	103	48	19	16	5	1 909
34 Cars, trailers and semitrailers	207	206	85	105	69	34	21	11	6	744
35 Other means of transport	392	440	100	89	98	46	22	11	6	1 804
36 Furniture and other goods	3 431	1 309	322	291	288	90	27	21	7	5 785
37 Preparation for recycling	21	13	7	6	2	—	—	—	—	49
38 Other industry	183	21	4	5	1	—	1	2	—	217
45 Construction	22 412	13 196	4 034	3 712	2 574	738	276	100	32	47 874
G Sale and repair of consumer goods										
50 Sale and repair of motor vehicles and motorcycles	9 843	7 990	2 252	1 308	713	141	58	18	2	22 323
51 Wholesale trade and trading agents	43 480	18 965	4 964	3 480	2 397	638	252	116	30	74 322
52 Retail trade (incl. repairs)	47 092	40 592	5 515	2 354	1 148	226	108	65	58	97 168
53 Sale and repair of consumer goods n.e.c.	147	43	11	7	8	2	—	1	—	219
55 Hotel, restaurant and catering trade	19 787	17 778	2 189	1 111	489	118	43	29	12	41 836
I Transport, storage and communication										
60 Land transport	6 236	3 254	1 390	1 272	966	282	98	23	22	13 543
61 Water transport	4 312	1 575	179	76	58	15	2	12	4	6 243

¹ In 1991: 1 worker = 280 days paid.
Source: Central Statistical Office.

Table 1 (continued)
Firms (excluding public sector) by activity (SBI 93) and size, 1 January 1993

SBI (standard industrial classification) 93	Number of workers ¹									Total
	0	1 - 5	5 - 10	10 - 20	20 - 50	50 - 100	100 - 200	200 - 500	500 and over	
62 Air transport	87	27	6	2	9	—	2	2	3	148
63 Transport-related services	3 037	1 862	509	361	305	116	50	32	12	6 356
64 Post and telecommunications	370	132	19	8	12	3	—	1	1	547
J Financial institutions										
65 Banks, financial and investment companies	20 862	1 621	98	75	67	25	16	13	18	22 795
66 Insurance companies and pension funds	1 765	346	88	41	49	36	17	27	23	2 392
67 Activities relating to financial institutions	16 061	5 208	589	249	127	40	13	11	5	22 803
K Leasing and business services										
70 Leasing and sale of real estate	28 277	5 668	649	389	346	103	32	3	1	34 468
71 Leasing of movable property	4 073	1 570	260	138	64	16	12	2	1	6 136
72 Computer services, information technology	8 806	1 989	348	255	187	54	24	21	9	11 693
73 Investigation and development work	369	239	62	38	39	16	13	6	4	785
74 Other business services	54 216	17 897	3 377	2 002	1 227	456	223	149	90	79 637
75 Public administration, social insurance		35	10	11	11	9	11	22	8	117
80 Education ²	5 607	798	65	21	6	1	—	—	—	6 498
85 Healthcare and welfare		17 001	1 406	905	1 171	759	367	392	189	22 250
O Cultural, recreational and other services										
90 Environmental services	176	98	26	34	31	12	11	5	—	393
91 Charities and interest groups		1 858	262	188	147	74	47	19	7	2 602
92 Culture, sport and recreation		8 559	882	473	280	88	38	19	4	10 343
93 Other services	18 706	6 172	833	317	137	43	11	4	3	26 226

¹ In 1991: 1 worker = 280 days paid.

² Only driving schools included in the figures.

Source: Central Statistical Office; company statistics 1993

Table 2
Firms (excluding public sector) in agriculture and fisheries (SBI 74) by size,
1 January 1993

SBI (standard industrial classification) 74	Numbers of workers							Total
	0	1 - 5	5 - 10	10 - 20	20 - 50	50 - 100	100 and over	
011 Arable and stock farming		6 533	160	72	34	6	1	6 804
012 Horticulture		9 285	1 285	495	200	40	17	11 328
013 Parks and gardening services		969	187	88	48	16	4	1 312
014 Agricultural services	2 446	1 807	445	231	112	17	8	5 066
015 Hunting		42	1	—	—	—	—	43
020 Forestry		156	14	10	4	—	1	185
030 Fisheries		212	43	7	8	3	1	274

Source: Central Statistical Office; company statistics 1993.

Table 3
Active population aged 15-64 by employment situation, sector, occupation 1992

Sector	x 1000	Declared employment situation				other active persons
		total	workers			
			total	regular employment ¹	other	
0 Agriculture and fisheries	237	87	68	18	150	
1 Mineral extraction	9	9	9			
2/3 Industry	1 104	1 065	1 003	62	39	
4 Public utilities	45	45	44			
5 Construction and installation	377	339	328	11	38	
6 Commerce, hotels and restaurants, repairs	1 044	886	799	87	159	
7 Transport, storage and communication	377	360	337	23	17	
8 Banking and insurance, business services	655	577	542	35	77	
9 Other services	1 955	1 840	1 709	131	115	
Not stated	5					
Unknown	76	46	16	30	30	
Total	5 885	5 258	4 859	399	627	
Sector						
0/1 Scientific and other specialized personnel	1 454	1 324	1 258	67	129	
2 Managers and senior executives	266	212	211		53	
3 Administrative personnel	1 053	1 031	993	38	22	
4 Sales personnel	553	428	386	31	125	
5 Services	580	523	471	52	57	
6 Farming occupations, fishermen, etc.	253	102	91	11	151	
7/8 Trade, industrial, transport and related occupations	1 455	1 374	1 318	54	82	
x Military personnel	79	79	78			
Not stated	167	159	17	142	7	
Unknown	27	28	23			
Total	5 885	5 258	4 859	399	627	

¹ Persons who declare:

— that they are in regular employment (in this particular case in regular employment, or in temporary employment with a contract for ≥ 1 year, or in regular employment with a promise of a regular contract),

— and that they receive a regular monthly wage or are employed for a regular number of hours per week,

— and that they are not stand-by, substitute or temporary workers.

Source: Central Statistical Office; Labour force survey 1992.

Table 4
Working population aged 15-64 by employment situation, sector and occupation, 1993

	Employment situation							
	Total	workers			self-employed			
		total	regular employment	flexible employment	total	working in own business	working with someone else	other
Sector	x 1 000							
0 Agriculture and fisheries	232	85	69	17	147	121	19	7
1 Mineral extraction	12	12	11					
2/3 Industry	1 072	1 028	970	58	44	36		
4 Public utilities	41	41	40					
5 Construction and installation	380	344	332	12	44	38		
6 Commerce, hotels and restaurants, repairs	1 053	880	798	82	173	147	20	7
7 Transport, storage and communication	376	358	337	21	18	16		
8 Banking and insurance, business services	675	582	542	40	93	85		
9 Other services	2 012	1 885	1 751	134	126	104	6	17
Not stated								
Unknown	63	44	18	26	19	11		6
Total	5 925	5 261	4 868	393	665	558	60	47
Occupation								
0/1 Scientific and other specialized personnel	1 507	1 367	1 309	57	140	128		11
2 Managers and senior executives	266	199	198		66	60		5
3 Administrative personnel	1 062	1 041	1 001	41	21		13	
4 Sales personnel	586	448	417	31	141	122	14	5
5 Service personnel	582	504	452	52	59	45	7	7
6 Farming occupations, fishermen, etc.	247	101	92	9	146	122	17	6
7/8 Trade, industrial, transport and related occupations	1 407	1 324	1 273	51	83	76		
x Military personnel	76	76	76					
No stated	172	164	15	149	8			5
Unknown	38	38	35					
Total	5 825	5 261	4 868	383	685	558	60	47

Source: Central Statistical Office; Labour force survey 1993.

Table 5
Vacancies by level of education

	1992	1993
Total	x 1 000	x 1 000
VOC. TR.	1.9	0.2
JUN. GEN. SEC. ED.	10.2	8.2
JUN. SEC. VOC. ED.	12.7	5.6
SEN. GEN. VOC. ED./PRE-UNIV.	2.2	1.0
SEN. SEC. VOC. ED.	17.5	9.6
HIGHER VOC. ED.	8.5	5.3
UNIV. ED.	1.0	1.2
Total (incl. unknown)	58.2	33.5
Vacancies difficult to fill		
VOC. TR.	0.8	n.a.
JUN. GEN. SEC. ED.	2.9	0.8
JUN. SEC. VOC. ED.	6.2	1.2
SEN. GEN. VOC. ED./PRE-UNIV.	0.4	0.1
SEN. SEC. VOC. ED.	6.5	2.1
HIGHER VOC. ED.	3.2	1.5
UNIV. ED.	0.4	0.4
Total (incl. unknown)	20.5	6.1
	%	%
VOC. TR.	42	n.a.
JUN. GEN. SEC. ED.	28	10
JUN. SEC. VOC. ED.	49	21
SEN. GEN. VOC. ED./PRE-UNIV.	18	10
SEN. SEC. VOC. ED.	37	22
HIGHER VOC. ED.	38	28
UNIV. ED.	40	33
Total (incl. unknown)	35	18

Source: Central Statistical Office; job vacancy survey.

Table 6
Job vacancies and vacancies difficult to fill, by sector

	1992	1993
Total	x 1 000	x 1 000
Agriculture and fisheries	2.0	1.6
Mineral extraction	0.2	0.2
Industry	10.9	5.4
Public utilities	0.7	0.5
Construction	5.2	2.5
Commerce, hotels and restaurants and repairs	14.8	8.6
Transport, storage and communication	2.4	1.0
Banking and insurance	8.2	5.2
Other services	13.7	8.4
Total	58.2	33.5
Vacancies difficult to fill		
Agriculture and fisheries	1.3	n.a.
Mineral extraction	0.0	0.0
Industry	4.0	1.0
Public utilities	0.1	0.1
Construction	3.4	1.0
Commerce, hotels and restaurants and repairs	4.2	1.8
Transport, storage and communication	0.7	0.1
Banking and insurance	2.3	1.0
Other services	4.5	1.2
Total	20.5	6.1
	%	%
Agriculture and fisheries	65	n.a.
Mineral extraction	0	0
Industry	37	19
Public utilities	14	20
Construction	65	40
Commerce, hotels and restaurants and repairs	28	21
Transport, storage and communication	29	10
Banking and insurance	28	19
Other services	33	14
Total	35	18

Source: Central Statistical Office; job vacancy survey

Differences from the NACE system

There are a small number of differences from the four-figure NACE code, for three reasons:

- NACE sometimes does not go into enough detail for the information which the Netherlands wishes to give. For example, the SBI has code 8533 'Other welfare services', which NACE does not include.
- NACE occasionally contains breakdowns which are not appropriate for the situation in the Netherlands. These are incorporated instead at a higher level. For example, the distinction which NACE makes between sales and repairs of motor vehicles is not used.
- finally, NACE has categories for activities which are not found in the Netherlands (e.g. mining of iron ore).

The categories concerned are as follows:

Table 7

SBI 93		NACE		
Code	Title	Code	Title	
	Not included	0202	Forestry and logging related services	
	Not included	101	Mining and agglomeration of hard coal	
		1010		
	Not included	102	Mining and agglomeration of lignite	
		1020		
	Not included	12	Mining of uranium and thorium ores	
		120		
		1200		
	Not included	13	Mining of metal ores	
		131	Mining of iron ores	
		1310		
		132	Mining of non-ferrous metal ores,	
		1320	except uranium and thorium ores	
	Not included	141	Quarrying of stone	
		1411	Quarrying of stone for construction	
		1412	Quarrying of limestone, gypsum and chalk	
		1413	Quarrying of slate	
	Not included	143	Mining of chemical and fertilizer minerals	
		1430		
	Not included	2735	Other first processing of iron and steel n.e.c.; production of non-ECSC ferro-alloys	
40	Production and distribution of electricity, gas, steam and hot water	40	Electricity, gas, steam and hot water supply	
400				
4000				
			401	Production and distribution of electricity
			4010	
			402	Manufacture of gas; distribution of gaseous fuels through mains
			4020	
			403	Steam and hot water supply
			4030	
501		Trade in motor vehicle repairs	501	Sale of motor vehicles
5010		5010		
502	Trade in motor vehicle repairs	502	Maintenance and repair of motor vehicles	
5020		5020		
5147	Specialized wholesale of other non-food consumer goods	5147	Wholesale of other household goods	
5148				
517	Other specialized wholesale and wholesale of a general range of goods	517	Other wholesale	
		5170		
5171	Other specialized wholesale			
5172	Wholesale of a general range of goods			
5248	Other retail sale	5248	Other retail sale in specialized stores	
5249				
62	Air transport	62	Air transport	
620		621	Scheduled air transport	
6200		6210		
		622	Non-scheduled air transport	
		6220		
	Not included	6251	Financial leasing	
	Not included	7512	Regulation of the activities of agencies that provide healthcare, education, cultural services and other social services excluding social security	
	Not included	7514	Supporting service activities for the government as a whole	
8514	Other human health activities	8514	Other human health activities	
8515	Supporting activities for human health care			
8532	Social work activities	8532	Social work activities without accommodation	
8533	Other welfare services			

Table 8
Cost of in-house and extra-mural training¹ by sector and size of firm

in HFL million

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	4	12	8	4 ²	
Industry, mineral extraction	780	1 115	67	147	901
Public utilities	48	56	4	14	38
Construction and installation	45	86	42	31	13
Commerce, hotels, restaurants and repairs	216	345	101	74	170
Transport, storage and communication	482	660	15	22	623
Banking and insurance, commercial services	535	651	125	115	411
Other services ³	42	71	27	17	27
Total	2 152	2 996	389	424	2 183

¹ Including cost of working time lost.

² Firms with 100 or more workers.

³ Mainly sport and recreation establishments/firms (socio-cultural and research establishments). Does not include public administration, education, healthcare and social services.

Table 9
Cost of in-house and extra-mural training¹ per worker² by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	100	700	200	600 ³	
Industry, mineral extraction	900	1 200	200	600	2 700
Public utilities	1 100	1 200	1 600	1 100	1 300
Construction and installation	200	300	200	500	500
Commerce, hotels, restaurants and repairs	400	400	200	600	800
Transport, storage and communication	1 600	1 900	100	600	3 200
Banking and insurance, commercial services	900	900	600	900	1 000
Other services ⁴	400	600	400	700	800
Total	800	900	300	700	1 800

¹ See Table 8, footnote 1.

² Workers in all firms, irrespective of whether they have training courses.

⁴ See Table 8, footnotes 2 and 3.

Table 10
Cost of in-house and extra-mural training¹ as a percentage of direct labour costs,
by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	0.2	0.6	0.4	1.1 ²	
Industry, mineral extraction	1.6	1.9	0.4	0.8	3.8
Public utilities	1.8	1.9	2.1	1.7	2.0
Construction and installation	0.3	0.5	0.4	0.7	0.8
Commerce, hotels, restaurants and repairs	0.8	1.1	0.6	1.5	2.2
Transport, storage and communication	2.7	3.4	0.3	1.1	5.5
Banking and insurance, commercial services	1.7	1.7	1.1	1.8	2.0
Other services ³	0.7	1.1	1.0	1.1	1.2
Total	1.5	1.7	0.6	1.1	3.2

^{1 2 3} See Table 8, footnotes 1, 2 and 3.

Table 11
Cost of in-house and extra-mural training¹ per course attended,
by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	2 800	2 000	1 600	3 500 ²	
Industry, mineral extraction	2 900	3 300	2 200	2 000	3 900
Public utilities	3 400	3 100	2 600	2 900	3 200
Construction and installation	3 200	1 400	1 700	1 300	1 000
Commerce, hotels, restaurants and repairs	3 000	1 600	1 500	1 800	1 600
Transport, storage and communication	5 000	4 400	2 400	2 300	4 600
Banking and insurance, commercial services	2 500	2 200	2 000	2 300	2 300
Other services ³	1 700	1 800	1 900	1 500	1 900
Total	3 000	2 700	1 800	1 900	3 200

^{1 2 3} See Table 8, footnotes 1, 2 and 3.

Table 12
Cost of in-house and extra-mural training¹ by worker in firms with training courses,
by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	400	400	300	800 ²	
Industry, mineral extraction	1 200	1 500	400	600	2 700
Public utilities	1 100	1 200	1 500	1 000	1 300
Construction and installation	300	500	400	500	500
Commerce, hotels, restaurants and repairs	600	700	500	700	800
Transport, storage and communication	2 000	2 400	400	700	3 100
Banking and insurance, commercial services	1 000	1 000	800	1 100	1 000
Other services ³	500	700	600	700	800
Total	1 100	1 200	500	700	1 800

^{1 2 3} See Table 8, footnotes 1, 2 and 3.

Table 13
Cost of in-house and extra-mural training¹ as a percentage of the direct labour costs of firms with training courses, by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	0.7	1.0	0.8	1.6 ²	
Industry, mineral extraction	2.0	2.3	0.7	0.9	3.8
Public utilities	1.8	1.9	2.1	1.7	2.0
Construction and installation	0.8	0.8	0.8	0.8	0.8
Commerce, hotels, restaurants and repairs	1.4	1.7	1.2	1.9	2.2
Transport, storage and communication	3.5	4.3	0.7	1.2	6.5
Banking and insurance, commercial services	1.9	2.0	1.6	2.1	2.0
Other services ³	1.1	1.3	1.4	1.1	1.2
Total	2.0	2.2	1.1	1.2	3.2

^{1 2 3} See Table 8, footnotes 1, 2 and 3.

Table 14
Cost of in-house and extra-mural training excluding working time lost, by sector
and size of firm, 1990

	Total	Size: number of workers		
		5-<100	100-<500	≥500
Agriculture and fisheries	Δ	Δ	Δ	Δ
Industry, mineral extraction	651	39	86	526
Public utilities	78	1	6	21
Construction and installation	41	19	17	5
Commerce, hotels, restaurants and repairs	190	51	37	102
Transport, storage and communication	429	5	10	414
Banking and insurance, commercial services	393	72	71	250
Other services ¹	37	18	10	9
Total ²	1 769	205	237	1 327

¹ See Table 8, footnote 3.

² Excluding agriculture and fisheries.

Δ Unreliable data.

Table 15
Number of in-house and extra-mural training courses attended,
by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
	x 1 000				
Agriculture and fisheries	1.4	5.9	4.6	1.3 ¹	
Industry, mineral extraction	267.5	335.2	30.5	72.5	232.2
Public utilities	14.8	18.4	1.5	5.0	11.9
Construction and installation	21.0	61.6	24.1	23.5	14.0
Commerce, hotels, restaurants and repairs	76.4	215.5	66.4	45.7	103.4
Transport, storage and communication	96.5	151.6	6.5	9.4	135.7
Banking and insurance, commercial services	205.5	290.7	63.9	50.7	178.1
Other services ²	24.0	39.6	13.9	11.9	13.8
Total	706.8	1 118.5	211.4	220.0	687.1

^{1,2} See Table 8, footnotes 2 and 3.

Table 16
Number of in-house and extra-mural training courses attended per worker¹,
by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	0.04	0.12	0.11	0.17 ²	
Industry, mineral extraction	0.31	0.37	0.09	0.29	0.70
Public utilities	0.32	0.40	0.63	0.38	0.39
Construction and installation	0.08	0.20	0.11	0.36	0.53
Commerce, hotels, restaurants and repairs	0.13	0.27	0.15	0.34	0.48
Transport, storage and communication	0.32	0.44	0.06	0.26	0.67
Banking and insurance, commercial services	0.35	0.39	0.29	0.40	0.45
Other services ³	0.21	0.33	0.23	0.48	0.41
Total	0.25	0.34	0.15	0.34	0.56

¹ See Table 9, footnote 2.

^{2,3} See Table 8, footnotes 2 and 3.

Table 17
Number of in-house and extra-mural training courses attended per worker
in firms with training courses, by sector and size of firm

	1986	1990			
		total	size: number of workers		
			5-<100	100-<500	≥500
Agriculture and fisheries	0.13	0.22	0.21	0.24 ¹	
Industry, mineral extraction	0.40	0.46	0.18	0.31	0.70
Public utilities	0.31	0.39	0.51	0.35	0.39
Construction and installation	0.16	0.33	0.24	0.38	0.53
Commerce, hotels, restaurants and repairs	0.22	0.42	0.34	0.43	0.48
Transport, storage and communication	0.41	0.55	0.16	0.30	0.67
Banking and insurance, commercial services	0.38	0.44	0.43	0.48	0.45
Other services ²	0.30	0.39	0.33	0.50	0.41
Total	0.36	0.44	0.29	0.38	0.56

^{1,2} See Table 8, footnotes 2 and 3.

Table 18
Number of in-house and extra-mural training courses attended,
by sector and sex of participants

	Total	Men	Women
	x 1 000	%	%
Agriculture and fisheries	5.9	85	15
Industry, mineral extraction	335.2	86	14
Public utilities	18.4	92	8
Construction and installation	61.6	95	5
Commerce, hotels, restaurants and repairs	215.5	61	39
Transport, storage and communication	151.6	72	28
Banking and insurance, commercial services	290.7	66	34
Other services ¹	39.6	63	37
Total 1990	1 118.5	74	26
Total 1986	706.7	78	22

¹ See Table 8, footnote 3.

Table 19
Numbers attending in-house and extra-mural training courses
as a percentage of all workers, by sex

	Total	Men	Women
	%	%	%
Agriculture and fisheries	12	13	8
Industry, mineral extraction	37	39	30
Public utilities	40	43	27
Construction and installation	20	20	21
Commerce, hotels, restaurants and repairs	27	29	25
Transport, storage and communication	44	Δ	Δ
Banking and insurance, commercial services	39	47	30
Other services ¹	33	38	27
Total 1990	34	25	30
Total 1986	25	28	18

¹ See Table 8, footnote 3.

Δ Unreliable data.

Source: Central Statistical Office; Continuing training 1990

Table 20
Firms with training courses as a percentage of all firms,
by sector and size of firm

	1986	1990						
		total	size: number of workers					
			5-<20	20-<50	50-<100	100-<200	200-<500	>500
Agriculture and fisheries	17	26 ¹						
Industry, mineral extraction	33	42	27	47	70	86	94	100
Public utilities		91	79 ²			100 ³		100
Construction and installation	22	31	22	41	80	78	90	100
Commerce, hotels, restaurants and repairs	26	35	29	55	68	79	89	100
Transport, storage and communication	22	29	21	38	60 ⁴		91	100
Banking and insurance, commercial services ⁵	60	63	57	72	81	88	90	100
Other services	33	40	34	40	57	85	86	100
Total 1990		39	30	50	70	83	92	100
Total 1986	31		23	42	59	76	86	94

¹ Firms with 5 workers or more.

² Firms with 5-100 workers.

³ Firms with 100 workers or more.

⁴ Firms with 50-200 workers.

⁵ See Table 1, footnote 3.

Δ Less than 5%.

Source: Central Statistical Office; In-house training 1990.

PART III

Financing plan

1. Basic principles

Budget

The budget described below is calculated on the following basis:

- number of people to be trained: approximately 116 000,
- duration of training: on average 10 days per person,
- integral training costs per day:
 - loss of earnings: ECU 95
 - training costs: ECU 145

Total: ECU 240

(Source: CSO: adult education, in-house training 1990)

- funding under personnel and organization policy: ECU 470 per person,
- maximum 10 % of the total budget for measures 1b, 2a and 2b.

The Ministry of Social Affairs and Employment hopes to ensure that some 70 % of the budget is spent on actual training for the target group.

Firms taking part in training courses will pay around a third of the total costs involved.

Objective 4 — The Netherlands
Financing plan (1994-99)
Annual table 1999

ECU million, 1994 prices

Priorities and measures	Total costs	Public sector costs		Total public sector costs	Private sector contribution
		ESF	Member State		
1. Promote training awareness	11.54	5.19	6.35	11.54	
2. Match training to needs	5.14	2.31	2.82	5.14	
3. Training programmes Subsidize training costs	46.42	19.02	22.05	41.06	5.36
4. Technical assistance	2.94	1.32	1.61	2.94	
Total	66.04	27.85	32.84	60.68	5.36

Distribution

Where feasible the funding allocated to projects in the various regions and sectors will be proportionate to the number of workers with low levels of education in those regions/sectors.

Technical assistance

The budget for technical assistance costs is based on the following:

- programme preparation and follow-up;
- programme management:
 - project development,
 - project supervision,
 - project execution (non-project costs),
 - financial administration and control,
 - promotion and provision of information,
 - monitoring,
 - programme evaluation.

2. Co-funding

Possible sources

Two sources have been identified for co-funding:

- Public funding from national, provincial and local authorities, including organizations wholly or partly funded by these bodies.
- Collective¹ funding from private bodies. This will have to be organized on a collective basis by industry (see education and development funds), involving government auth-

¹ Purely private funding from the firms taking part. With training measures the firms will also pay an appropriate proportion of the training costs.

orities or some other intermediary body, if possible. The funding can be organized at:

- sectoral level, or
- regional level, as a joint venture.

The collective nature of the funding must be reflected in the type of projects and/or organization and the participants.

Type of co-funding

The co-funding may cover:

- out-of-pocket payments for participating firms,
- loss of earnings for participating workers in the firms concerned (see annex to Regulation 2081/2).

Standards and ceilings are always applied, for example in calculating loss of earnings (method of calculation and maximum number of hours). These, in conjunction with the standards and ceilings which apply to the cost of the training courses, produce a verifiable system of funding and co-funding.

Public sector co-funding

- In practice the education and development funds, which are already involved in worker training under a number of generally binding CAO agreements, will be the contracting parties in those sectors in which they operate.

Talks held with representatives of a number of these funds, both large and small, indicated that:

- a limited amount of co-funding could be provided from their current budgets, but certainly not the millions of guilders per year required for Objective 4 co-funding;
- the funds see little or no possibility of persuading affiliated firms to pay additional contributions for training as a means of staying in employment (central problem in market imbalance);
- the funds are prepared to help with this programme as contracting parties, on condition that in addition to the co-funding they provide for certain sections of the programme (priorities 1 and 2), industry should also provide private funding for the training measures proper;
- the funds have the infrastructure to carry out large-scale schemes and, provided that certain costs are defrayed, Objective 4 can be implemented efficiently using this.

In sectors where there are no education and development funds there are two possible alternatives:

- training funds in which employers and workers are represented would act as education and development funds (in the processing industry, for example);
- regional cooperatives comprising employers, workers and other public bodies would act as contracting parties.

It has yet to be established whether, if either of these two alternatives is used, the government can request to have a 'generally binding agreement'.

As an alternative to subsidy schemes, consideration is currently being given to offering tax advantages to firms providing training, both in the initial (apprenticeship) and in the post-initial (worker training) phases. Little can yet be reported about this new development, which was mentioned in the recent government agreement.

3. Financial control

As required under the current rules for using ESF funding, projects will be developed, submitted for approval and executed, advance payments made and financial checks carried out, following a system which offers certain guarantees for the purposes of additionality and budget control. The local authority responsible for implementing the co-funding will carry out a system of financial checks irrespective of the level of private co-funding involved.

Once representatives of DG V have been consulted, a 'model' will be developed on this basis.

4. Maximum possible contribution

The maximum possible contribution from the ESF for Objective 4 projects is 45 %. The co-funding provided for such projects must therefore amount to at least 55 % of the total project costs (including VAT).

5. Additionality

Article 9 of Council Regulation 4253/88 of 19 December 1988, as amended by Regulation 2082/93, places the obligation on Member States to respect the principle of additionality.

Prior appraisal of additionality for 1994-99

The Commission is to monitor general compliance with the principle of additionality for Objectives 3 and 4. To this end the Netherlands authorities and the Commission have agreed to follow the method agreed for Objective 3, which takes account of the revised regulations with regard to eligible expenditure, whether co-financed or not. The following figures are provided in this connection:

- Table 1, which gives details of all training expenditure in 1990, both for initial training and for further training and retraining for job-seekers and workers;
- Table 2, which shows the trend in 'active' spending on employment (excluding benefits and bonuses paid for early retirement) by the government, industry and the regions between 1989 and 1993.

The tables give the average public, private, national and ESF funding over the previous period and estimates for the new period. The Netherlands will supply these last figures as soon as they are available.

Employment expenditure includes subsidies, allowances and exemptions which can be classified under employment policy. It does not include expenditure which falls under social policy, or spending on training which does not form part of employment policy. Table 2 also does not cover expenditure on apprenticeships or on training for the civil service or the health sector, given that these are already included in Table 1.

The Netherlands undertakes to maintain eligible national public expenditure at least at the same level for the period 1994-99.

Evaluation during the period of the programme

Following the Commission's proposal, it is intended to monitor additionality using a representative sample of the main organizations responsible for administering a large proportion of the expenditure eligible for ESF support.

Government spending on training for workers is given in a separate column of the table showing expenditure on vocational training. The development in the number of government-funded projects since 1989 is shown in Table 3. Some of this expenditure is eligible for Objective 4 funding for national or regional government measures.

Monitoring provisions

To allow regular monitoring of the development of eligible expenditure, the Netherlands authorities will transmit to the Commission by the fourth quarter of each year at the latest and at least one month before the Monitoring Committee meeting the definitive eligible expenditure of year $n-2$, the provisional situation for year $n-1$ and estimates for year n .

The Commission and the Member States agree to accord the utmost importance to the achievement of the principle of additionality. To this end, when the average level of eligible public expenditure falls below the average of 1990-93, the Commission will judge whether the principle of additionality is being respected and will take appropriate decisions as necessary.

Table 1A: Funding for vocational training in 1990¹

HFL million

Activities	Funding body	Initial training			Training for job-seekers	Training for workers				Related activities	Total
		Student training ²	Apprentices	Total		Workers + self-employed	Public servants	Further training	Total		
Central government											
— Education and Science	Apprenticeships/basic voc.ed. Part-time sec.voc.ed. Part-time higher voc.ed. Student funding Prim. vocational VE Worker training, basic skills		525	525		95 275 PM	PM		95 275		525 95 275
					62				15		62 15
— Social Affairs and Employment	Voc. training funding scheme Apprenticeships Family allowance Supplementary benefit Benefits during study Framework training scheme Funding scheme for sectoral training		252	252		PM PM	PM PM				252
					PM 253 55						253 55
— Social Affairs and Employment/Central Employment Office	Vocational training centres Training colleges for women				215 7						215 7
— Central Employment Office	Vocational guidance centres				40						40
— Education and Science/Economic Affairs	Courses for employers					17			17		17
— Agriculture and Fisheries	Practical training for farmers					45			45		45
— Finance	Tax relief study costs Tax relief vocational training courses					PM 1 000	PM		1 000		1 000
— Economic Affairs	Training for firms Impuls /Vrijmarkt/Transmit					37			37	10	37 10
Local authorities											
— regional											
— local											
— provincial											
Other public bodies											
Firms ³ private ⁴	Cost of training unit Cost of working time lost Cost of training institutes Payment of travel and accommodation expenses and course fees					2 996			2 996		2 996
Management ⁵	Training infrastructure Courses attended Working time lost						33 85 134		33 85 134		33 85 134
Households ⁶											
Total			777	777	632	4 480	252		4 732	10	6 151

¹ 1990 figures. The figures for 1992 will be available at the beginning of 1995.
² There is no fixed remuneration in the Netherlands for student training or work familiarization periods. The trainees are classified as apprentices/students receiving family allowance or a student grant.
³ The cost of in-house or extra-mural training courses for firms with 5 workers or more.
⁴ The cost of on-the-job training, estimated at HFL 2.4 billion, is not included in the table.
⁵ The costs incurred by labour organizations for vocational training in the public administration, education, healthcare and social services sectors are not known.
⁶ What participants themselves pay towards the cost of vocational training (course fees, course materials and travel expenses) is not known.

Table 1B: Funding for vocational training — estimates for the period 1994-99 (annual averages)

HFL million

Activities	Funding body	Initial training			Training for job-seekers	Training for workers				Related activities	General total
		Student training ¹	Apprentices	Total		Workers + self-empl.	Public servants	Further training	Total		
	Central government										
	— Education & Science										
	— Social Affairs & Employment										
	— Social Affairs & Employment/Central Employment Office										
	— Central Employment Office										
	— Education & Science/Economic Affairs										
	— Agriculture and Fisheries										
	— Finance										
	— Economic Affairs										
	Local authorities										
	— regional										
	— local										
	— provincial										
	Other public bodies										
	Firms ²										
	private ³										
	Management ⁴										
	Households ⁵										
	Total										

¹ There is no fixed remuneration in the Netherlands for student training or work familiarization periods. The trainees are classified as apprentices/students receiving family allowance or a student grant.

² The cost of in-house or extra-mural training courses for firms with 5 workers or more.

³ The cost of on-the-job training, estimated at HFL 2.4 billion, is not included in the table.

⁴ The costs incurred by labour organizations for vocational training in the public administration, education, healthcare and social services sectors are not known.

⁵ What participants themselves pay towards the cost of vocational training (course fees, course materials and travel expenses) is not known.

Table 2: Development of active expenditure on employment*HFL million*

Aspects	1989	1990	1991	1992	1993	Estimates 1994-99
Framework scheme on work adaptation	124	163	200	177	151	
Payment of temporary workers	—	40	42	29	26	
Law on work for disabled workers	*	*	*	*	*	
Law on reducing wage costs to minimum wage level	—	44	50	*	*	
Job pools	—	35	236	487	*	
Youth employment guarantee plan	—	—	9	127	199	
Funding scheme: sectoral training for unemployed	6	46	48	*	*	
Framework training scheme	233	254	266	275	*	
Social job creation	2 322	2 461	2 572	2 632	2 692	
Training by community medical service	—	—	15	19	19	
Vocational training centres (CVVs)	134	215	*	*	*	
Vocational guidance centres (CBBs)	41	40	*	*	*	
Training colleges for women	—	7	7	7	*	
Total	2 860	3 305	3 445	3 753		3 087

— Scheme not operational.

* Figures not available.

**Table 3:
Development of eligible expenditure**

	1989	1990	1991	1992	1993 (p)	Estimates 1994-99
Measures funded by the State						
Measures funded by the regions (e)						
Total						

(e) = estimate

(p) = provisional

**Table 4:
Development of eligible expenditure on worker training***HFL million*

Aspects	1989	1990	1991	1992	1993	Estimates 1994-99
Central government						
Worker training, basic skills (Education and Science)		15				
Courses for employers (Education and Science/Economic Affairs)	17	17	18	18	16	
Funding scheme, training for workers in industry (Economic Affairs)	15	37	20	15	15	
Impuls/Vrijmarkt/Transmit	10	10	10	10	10	
Total	42	79	48	43	41	

PART IV

Implementation

Monitoring of the single programming document

Monitoring Committee

The partnership has agreed on how the ESF is to be implemented and monitored. The Objective 4 programme is to be monitored by a Monitoring Committee.

The Ministry of Social Affairs and Employment is to provide a secretariat, administrative support and secretarial services for the Committee.

Responsibility of the Ministry of Social Affairs and Employment

The Ministry of Social Affairs and Employment is responsible, on behalf of the Netherlands, for the effective implementation of the programme, in order to ensure the success of the ESF projects.

This overall responsibility includes:

- international coordination;
- establishing the conditions for payments to be made;
- the approval and payment of funding;
- monitoring and control;
- the management of ESF funds;
- establishing rules on the payment of funding;
- setting up the Monitoring Committee.

Responsibility of the Monitoring Committee

The Minister for Social Affairs will set up a Monitoring Committee on the basis of an agreement between the Netherlands and the Commission. The Committee will be responsible for the following:

- monitoring the implementation of the programme and the fulfilment of commitments undertaken,
- ensuring that the assistance provided by external organizations is coordinated and aligned with other areas of Community policy,
- analysing any changes in the programme.

The Committee will include representatives of the European Commission and the Ministry of Social Affairs and Employment (for the monitoring and control aspects in particular).

The Netherlands authorities and the Commission will appoint their representatives to the Monitoring Committee within 30 days of notification to the Member State of the Commission decision approving the SPD. The Committee will be chaired by a representative of the Ministry of Social Affairs and Employment.

The Monitoring Committee will establish its own rules of procedure, including any appropriate organizational arrangements.

The Committee may meet at the initiative of the Commission or the Netherlands authorities. It will normally meet twice a year, or more often if necessary.

At its first meeting, the Committee will draw up and approve detailed provisions for the discharge of the duties assigned to it with particular reference to the monitoring and interim assessments of the SPD.

The Committee will be assisted by a permanent secretariat responsible for the preparation of documentation relating to monitoring, reports, agendas and summary records of meetings. The secretariat will be provided by the Ministry of Social Affairs and Employment. In principle, the documents required for the work of the Committee must be available three weeks before the date of the meeting.

The Committee will have the following responsibilities:

- It will ensure the satisfactory progress of assistance undertaken under the SPD, and in this particular case under the Community initiatives, in order to achieve the objectives laid down. In particular, it will monitor:
 - compliance with regulatory provisions, including those relating to the eligibility of measures and projects,
 - compliance with the other Community policies,
 - coordination of the ESF assistance with the Community's other subsidy and grant schemes.
- It will determine the conditions for ensuring the effective implementation of the measures.
- It will adopt appropriate procedures for selecting the various individual measures.

- It will monitor, organize and examine the interim assessments of the SPD using the financial, physical and impact indicators defined in the SPD for the various priorities, sub-priorities and measures.
- Should the monitoring results and interim assessments indicate that the programme has fallen behind schedule, the Monitoring Committee will take whatever steps are necessary to speed up implementation of the programme.
- The Committee will prepare any proposals for amending the SPD, and will decide on them in accordance with the following rules and procedures:
 - for the resources generated by the annual indexation of the original spending programme for the SPD the Committee will propose to reinforce certain existing measures and/or set up new ones;
 - the Committee will monitor whether the promotion and publicity for the SPD is carried out correctly in accordance with the provisions of Commission Decision 94/342 of 31 May 1994 on the information and publicity measures to be taken by programme organizers in relation to assistance granted by the Structural Funds;
 - the Committee will propose technical assistance measures to be taken within the budget allocated for that purpose. The minimum measures to be taken will be determined by the chairman of the Committee in consultation with the Commission representative;
 - the Committee will apply minimum requirements for the content of annual implementation reports;
 - the Committee will analyse socio-economic developments in the region on an annual basis using the indicators specified in the SPD, and
 - it will discuss all other aspects of policy relating to the implementation of the SPD.

Responsibility of the programme management

The Minister for Social Affairs and Employment will set up a programme management for Objective 4, whose main tasks will be as follows:

- drafting rules on the payment of funding, to be submitted to the Monitoring Committee for approval;
- assessing applications for funding on the basis of the rules and selection criteria laid down by the Ministry of Social Affairs and Employment;
- ensuring that projects receive funding in good time and that project reports are submitted to the Ministry;
- informing those concerned about the various schemes; encouraging project applications;
- acting as a monitoring centre to identify the main developments of relevance to worker training.

Implementation of the single programming document

Prior appraisal, monitoring, *ex-post* evaluation

A. Principles and provisions governing the prior appraisal, monitoring, interim assessment and *ex-post* evaluation of the single programming document

Within the framework of the partnership the Commission and the Member States cooperate, multilaterally where appropriate, on the structures, methods and procedures to be used in order to make monitoring systems and appraisal and assessment work more effective.

1. Prior appraisal (Article 26 of Regulation (EEC) No 4253/88)

Prior appraisal is the responsibility of both the Member States and the Commission and is to be carried out through the partnership.

The results of the prior appraisal of the SPD are an integral part of the document.

2. Monitoring and interim assessments (Article 25 of Regulation (EEC) No 4253/88)

The monitoring of the SPD is backed up by interim assessments so that any adjustments required in the course of implementation may be made.

Monitoring and interim assessments are the responsibility of the Monitoring Committee and are based in particular on financial, physical and impact indicators defined in the SPD.

Monitoring involves the organization and coordination of the data relating to the financial, physical and impact indicators and those concerning qualitative aspects of implementation (particularly economic and social, operational, legal or even procedural aspects).

Monitoring entails measuring the progress made in implementing the operation and results in the annual reports referred to in Article 25(4) of Regulation (EEC) No 4253/88. Where appropriate, and on the basis in particular of interim assessments, adjustments are proposed.

Interim assessments include a critical analysis of the data collected through monitoring, including those forming part of the annual reports.

Interim assessments measure the extent to which the objectives pursued are gradually being attained, explain any discrepancies and forecast the results of the operation. They also express a view about the validity of the operation in progress and its relevance to the objectives selected.

As a general rule, where a SPD lasts for more than three years, a mid-term assessment is undertaken after the third year of implementation so that any adjustments required can be made.

Normally, the Monitoring Committee will rely on an independent assessor to carry out these assessments. Where during the partnership discussions it is originally not decided to engage such an assessor, the Commission reserves the right to do so during implementation of the operation.

Independent assessors are required to observe confidentiality when dealing with the Monitoring Committee's data to which they have access.

3. *Ex-post evaluation (Article 26 of Regulation (EEC) No 4253/88)*

Ex-post evaluation of the assistance undertaken under the SPD is based, on the one hand, on the information gathered through monitoring and the interim assessments of operations undertaken and, on the other hand, on the collection of statistical data relating to indicators defined when the objectives were laid down.

The Member States and the Commission may be assisted by independent organizations or experts, who will have access to the Monitoring Committee's information and data. Such bodies are required to observe confidentiality when dealing with the data.

B. The monitoring of the SPD

4. *The SPD Monitoring Committee*

Establishment

Unless other arrangements are made through the partnership, a Monitoring Committee is responsible for monitoring implementation of the SPD. This committee may also be responsible for monitoring assistance granted for the Community initiatives implemented on the territory covered by the SPD.

The Monitoring Committee consists of representatives of the Member State including, as appropriate, representatives of the competent authorities and bodies as referred to in Article 4 of Regulation (EEC) No 2052/88, as well as representatives of the Commission and the EIB. The Member State, the Commission and the EIB shall appoint their representatives to the Monitoring Committee within 30 days of notification to the Member State of the Commission decision approving the single programming document. The chairman of the Monitoring Committee shall be appointed by the Member State.

The Monitoring Committee shall establish its own rules of procedure, including any appropriate organizational arrangements.

The Committee may meet at the initiative of either the Member State concerned or the Commission. The Monitoring Committee shall normally meet twice a year, or more often if necessary.

At its first meeting, the Committee shall draw up and approve detailed provisions for the discharge of the duties assigned to it with particular reference to the monitoring and interim assessments of the SPD.

The Monitoring Committee shall be assisted by a permanent secretariat responsible for the preparation of documentation relating to monitoring, reports, agendas and summary records of meetings. The authority responsible for implementation of the SPD shall provide the secretariat. In principle, the documents required for the work of the Monitoring Committee shall be available three weeks before the date of the meeting.

Duties

The Monitoring Committee has the following responsibilities:

- It ensures the satisfactory progress of assistance undertaken under the SPD in order to achieve the objectives laid down. It shall take care in particular of:
 - compliance with regulatory provisions, including those relating to the eligibility of measures and projects;
 - conformity of the measures with the priorities selected and the objectives foreseen;
 - compliance with the other Community policies.

In its rules of procedure, the Monitoring Committee will set out the operational procedures for selecting projects or measures, which shall be done in accordance with the priorities and selection criteria laid down in the SPD.

- It monitors, organizes and examines the work on interim assessments of the SPD on the basis of the financial, physical and impact indicators defined therein at the level of the priorities, the sub-priorities and the measures.
- It proposes any steps required to speed up implementation of the SPD where delays are revealed by the periodic results yielded by monitoring and interim assessments.
- It prepares and deliberates on any proposals to amend the operation in accordance with rules and procedures set out at point 5 below.
- It proposes the allocation of the resources generated by the annual indexation of the original annual breakdown of assistance of the SPD by reinforcing certain existing measures and/or setting up new measures under the SPD in question.
- It coordinates promotion and publicity for the operation in accordance with Commission Decision 94/342/EEC of 31 May 1994 concerning information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds and Financial Instrument for Fisheries Guidance (FIFG).¹
- It proposes technical assistance measures to be adopted by the chairman in agreement with the Commission representative and implemented within the relevant financial allocation.
- It gives its opinion on the draft annual reports.

5. *Procedures for the amendment of the SPD*

5.1. The following amendments may be decided on by the Monitoring Committee in agreement with the representatives of the competent authorities of the Member State and the Commission:

- (a) Any modification of the total cost of or the Community contribution to a priority or an annual instalment of the SPD by transferring it to another priority or annual instalment. Such a modification may not exceed 20% of the total cost of or the Community contribution to the SPD as a whole. However, this percentage may be exceeded provided that the amount of the modification does not exceed ECU 25 million.

Any modification is subject to the availability of funds and must remain compatible with the Commission's budgetary rules. It may not affect the total amount of Community

¹ OJ L 152, 18.6.1994.

assistance granted to the SPD,¹ or the allocation to each Community initiative. It may entail transfers of resources between the Community Structural Funds and the FIG and a change in the rate of assistance.

- (b) Other minor modifications concerning the implementation of measures which do not affect the indicative financing plan, with the exception of the provisions concerning aid schemes.

Decisions concerning modifications must be notified to the Commission and the Member State immediately. Whenever the amounts of finance are altered, the notification shall be accompanied by the revised financing plan of the SPD.²

The responsible Commission service shall acknowledge receipt of the notification and confirm the date thereof. The modification shall take effect once it has been confirmed by the Commission services and the Member State concerned, which must be done within 20 working days following the date of receipt of the notification.³

5.2. The following modifications may be decided on by the Commission in agreement with the Member State and after receiving the opinion of the Monitoring Committee:

- (a) In the case of other SPDs, any modification exceeding the thresholds set out in 5.1 (a), without amending the total amount of Community assistance granted to the SPD.
- (b) Any transfer of resources from the Structural Funds between the individual SPDs within a Member State which does not exceed 25 % of the Community contribution to the SPDs in question. However, this percentage may be exceeded provided that the amount of the modification does not exceed ECU 50 million.

The Member State shall send the Commission an application for modification. The application must include:

- the revised financing plan. The amounts contained therein in respect of past years must correspond to the expenditure actually incurred during those years;
- the opinion of the Monitoring Committee on the modification concerned.

The responsible Commission service shall acknowledge receipt of the notification and confirm the date thereof. The Commission shall approve the modification within four months following the date of receipt referred to above.

5.3. Other modifications require a revision of the single programming document following the procedures applied for its adoption. These arrangements include consultation of the Committees referred to in Articles 27 to 29 of Regulation (EEC) No 4253/88.

5.4. In accordance with Article 11 of Regulation (EEC) No 4253/88, any assistance approved under the Community initiatives which has an impact on the SPD concerned must be taken into account when the SPD is revised. To that end the revised financing plans notified to the Commission and the Member State concerned in accordance with the procedures at 5.1 and 5.2 shall separately include the finance decided on in the meantime for the implementation of the different Community initiatives.

6. *Reports on the implementation of operations (Article 25(4) of Regulation (EEC) No 4253/88)*

¹ This means the total amount of Community assistance, at constant prices, as referred to in the Commission decision approving the SPD.

² The revised financial plan constitutes the 'standard document' as agreed within the negotiation on the regulations.

³ Justification shall be provided for any refusal of confirmation.

All the reports which the authorities designated by the Member State are to submit to the Commission shall be drawn up in accordance with a jointly agreed plan (reports to be submitted within six months of the end of each year and the final report in the case of multi-annual operations, and a single report on operations lasting less than two years).

The Member State shall inform the Commission no later than three months after the adoption of the SPD by the Commission which authority is responsible for preparation and submission of the annual reports. Three months after its appointment, that authority shall send the Commission a proposal concerning the submission of these reports.

The final reports shall contain a brief summary of implementation of the operation and of the results of the interim assessments and initial factors for assessment of the economic impact on the basis of the indicators selected.

Financial implementation provisions for assistance

1. The Commission and the Member States have agreed to apply in the following way Articles 19 to 24 of Council Regulation (EEC) No 4253/88 of 19 December 1988,¹ as amended by Regulation (EEC) No 2082/93,² in cooperation with the authorities responsible for the implementation of assistance.
2. The Member State undertakes to ensure that, for operations part-financed by the Structural Funds and the FIFG, all bodies designated by the authority empowered to certify the reality of expenditure and involved in the management and implementation of these operations maintain either a separate accounting system or an adequate accounting codification capable of providing detailed and complete summaries of all transactions involving Community assistance (in accordance with paragraph 21). This is intended to facilitate the verification of expenditure by Community and national control authorities.
3. The accounting system, based on supporting documents which can be checked, must be able to provide:
 - detailed statements of expenditure including, for each final beneficiary, details of the monitoring of each measure part-financed and setting out in national currency the amount of receipted expenditure and showing the dates of receipt and payment in the case of each supporting document;
 - summary statements of expenditure relating to all the measures part-financed.

The concepts of 'legal and financial commitment at national level', 'expenditure actually incurred' and 'final beneficiaries'

4. 'Legally binding arrangements' and 'requisite financial commitments' comprise the decisions taken by the final beneficiaries to implement eligible operations and the allocation of the corresponding public funds. These definitions have to take account of the particular features of institutional organizations, of the administrative procedures of each Member State and of the nature of the operations.
5. 'Expenditure actually incurred' must relate to payments effected by the final beneficiaries, supported by receipted invoices or accounting documents of equivalent probative value as provided for in paragraphs 13, 14 and 20.

¹ OJ L 374, 31.12.1988, p.1

² OJ L 193, 31.7.1993, p.20.

Under Article 17(2) of Regulation (EEC) No 4253/88 as amended, Community assistance is to be calculated in relation to either the total eligible cost or the total public or similar eligible expenditure. The financing plans for assistance set out the options selected.

6. 'Final beneficiaries' are:

- public or private bodies or firms responsible for commissioning works;
- in the case of aid schemes and aid granted by bodies designated by the Member States, bodies which grant such aid.

The bodies concerned shall institute the collection of financial information (survey of receipted invoices or accounting documents of equivalent probative value).

7. The second subparagraph of Article 21(3) of Regulation (EEC) No 4253/88 as amended states that payments must be made to the final beneficiaries without any deduction or retention which could reduce the amount of financial assistance to which they are entitled. Paragraph 5 of that Article requires the Member States to make the advances and payments to the final beneficiaries as soon as possible, and as a general rule within three months of receipt of the appropriations by the Member State, provided that the beneficiaries' applications fulfil the conditions necessary for payment to be made.

Mechanisms for Community commitments and payments

8. Initial and subsequent budgetary commitments are based on the financing plan and are generally implemented in annual instalments, except where measures are to be carried out over a period of less than two years or where the Community assistance does not exceed ECU 40 million.
9. The first annual instalment is committed when the Commission adopts the decision approving the assistance.
10. Subsequent commitments are made in the light of the level of expenditure, which indicates the progress made in implementing the assistance. They are normally made when the Member State certifies to the Commission that expenditure actually incurred by the final beneficiaries amounts to:
 - at least 40 % of the estimated total eligible cost or expenditure (as shown in the financing plan) corresponding to the commitment of the preceding instalment and that actual implementation of the form of assistance is proceeding as programmed;
 - at least 80 % of the total eligible costs or expenditure relating to the penultimate commitment;
 - 100 % of the total eligible cost or expenditure relating to the instalment or instalments preceding the penultimate commitment. The earlier instalments must in the meantime have been closed.
11. If the financing plan is amended, further commitments may be made in respect of an annual instalment already committed. Supplementary advances in respect of these further commitments may be made only at the request of the Member State.
12. Subject to budgetary availability, an annual instalment of Community funding for assistance will be committed when the conditions set out in paragraphs 9 and 10 are met,

irrespective of the date on which this occurs. Consequently, during any given financial year an annual instalment relating to a past or future year may be committed.

13. For each commitment, a first advance of up to 50 % may be paid. Except for the first commitment, the advance will be paid when the Member State certifies that 60% and 100 % respectively of the total eligible cost relating to the last and the penultimate instalments, as laid down in the current financing plan, have been spent by the final beneficiaries. At this stage proof of the expenditure actually incurred can be based on appropriate information obtained from the system for monitoring the assistance. Furthermore, the Member State must certify that the action is progressing as scheduled in the programme.
14. A second advance such that the sum of the two advances does not exceed 80 % of the commitment may be paid when the Member State has certified that at least half of the first advance (i.e. at least 25 % of the total commitment where the first advance was 50 % of the commitment) has been spent by the final beneficiaries, and that implementation of the assistance is progressing as scheduled in the programme. At this stage, proof of the expenditure actually incurred must be provided in accordance with the conditions set out in paragraph 13.

However, in exceptional and duly justified cases and to cope with particular difficulties, the Commission may, at the Member State's request, accept that the certified expenditure relates to payments to the final beneficiaries (in particular, for operations carried out by autonomous bodies).

15. Where a single commitment pursuant to Article 20(3) of Regulation (EEC) No 4253/88 as amended is made, the first advance may be up to 50 % where implementation forecasts show that 50 % or more of forecast eligible expenditure is to be carried out in the first two years of implementation. Otherwise the first advance may not exceed 30 %. The second advance is calculated in accordance with Article 21(3) of that Regulation.
16. If, when the financing plan for a form of assistance is amended, Community commitments and/or payments already made exceed the amounts entered in the amended financing plan, the Commission makes an adjustment to take account of the over-commitment or over-payment when it authorizes the first financial operation (commitment or payment) following the amendment.¹ If the amendment creates a right to payments additional to those already made under the previous instalments, the Member State is required to make a supplementary application for payment (see paragraph 11). The Commission makes the financial settlement on the basis of the annual instalments in the current financing plan as amended by the Monitoring Committee or the Commission.
17. If the financing plan is amended so that expenditure is very heavily concentrated on one instalment, the first advance to be paid in respect of that instalment will not normally exceed 30 %.
18. If the amendment to the financing plan exceeds the limits of the powers delegated to the Monitoring Committees, the amounts for previous years entered in the revised financing plan must correspond to the expenditure actually incurred in those years as submitted or to be submitted in the certificates and annual reports on implementation.
19. An annual instalment may be closed (submission of expenditure for payment of the balance) either:

¹ In the case of de-commitments made necessary by the total or partial non-execution of actions for which credits had been provided, occurring in the course of exercises prior to the exercise in the course of which the commitments were made, the provisions apply of Article 7(6) of the financial regulation of 21.12.1977 applicable to the general budget of the European Communities, last amended by Regulation (Euratom, ECSC, EEC) No 610/90 (OJ L 70, 16.3.1990).

- systematically on 31 December of the year in question, which entails a review of the financing plan and its retroactive adjustment where expenditure actually incurred during that year does not coincide with that programmed (this option has been chosen by the ESF), or
 - when expenditure actually incurred reaches the amount stated in the financing plan for the instalment in question, irrespective of the date. This means that in general the budgetary exercise may not coincide with the period in which anticipated expenditure for the exercise in question was actually incurred (this option has been chosen by the ERDF and the EAGGF).
20. Payment of the balance in respect of each commitment is subject to the following conditions:
- submission to the Commission by the Member State or by the designated authority of an application for payment within six months of the end of the year concerned or of completion of the operation. This application must be based on expenditure actually incurred by the final beneficiaries;
 - submission to the Commission of the reports referred to in Article 25(4) of Regulation (EEC) No 4253/88 as amended. These annual reports on implementation should contain sufficient information for the Commission to assess the progress made in implementing part-financed measures. Except in duly justified cases, these reports should include information on expenditure actually incurred which is compatible with the last certificates received before submission of the annual report;
 - transmission by the Member State to the Commission of a certificate confirming the information contained in the application for payment and the reports.

Declaration of expenditure and application for payment acceptable to the Commission

21. The date from which expenditure is eligible is stated in the decision to grant assistance.
- Declarations of expenditure submitted to support any application for payment must show the expenditure broken down by year and sub-programme and/or category of measure or action and the total amount of such expenditure, so demonstrating the link between the indicative financing plan and expenditure actually undertaken. Certificates of expenditure must have been based on the detailed statements of expenditure referred to in paragraph 3.
22. All payments made by the Commission as part of a grant of assistance are made to the authority or national, regional or local body designated by the Member State, normally within two months of receiving an acceptable application. The Commission shall inform the authority or body concerned, within the same timescale, where the application is not acceptable.
23. The Member State must ensure that requests for payment and statements of expenditure are, as far as possible, submitted at regular intervals throughout the year.

Use of the ecu and conversion rates, indexation procedure

24. In accordance with Article 22 of Regulation (EEC) No 4253/88 and the provisions of Commission Regulation (EEC) No 1866/90 of 2 July 1990 on arrangements for using

the ecu for the purposes of the budgetary management of the Structural Funds,¹ as amended by Regulation (EC) No 402/94,² all commitments and payments are made in ecus.

25. In accordance with Article 5(3) of Regulation (EEC) No 1866/90, statements of expenditure in national currency are converted into ecus at the rate for the month in which the Commission receives the statements.
26. In accordance with Articles 2 and 4 of Regulation (EEC) No 1866/90 the financing plans for Community support frameworks (CSFs), single programming documents (SPDs) and the assistance (including grants of assistance for Community initiatives) are drawn up in ecus and do not give rise to indexation, subject to the following provisions.
27. Each year the overall Community assistance for the CSFs, SPDs and the proposals for Community initiatives (CIs) is supplemented by additional resources arising from the indexation of the Structural Funds and the FIG. These resources are based on an annual breakdown of the Community assistance in ecus set out in the Commission decisions approving the CSFs and the SPDs and those proposing CIs to the Member States. The annual breakdown, at the prices for the year in which each decision is taken, must be calculated in a manner compatible with the progressive increase in the commitment appropriations shown in Annex II to Regulation (EEC) No 2052/88 as amended. For indexation purposes this compatibility must be maintained throughout the period of implementation of the CSFs, SPDs and CIs.

The Commission decisions will contain also, for guidance, the initial forecast breakdown between the Funds and the FIG contained in the financing plans, with the proviso that this breakdown may be altered subsequently in the light of programming changes.

28. Indexation is based on a single rate per year, corresponding to the rates applied annually to budget appropriations on the basis of the mechanism for the technical adjustment of the financial perspectives.
29. The additional financial resources generated by the indexation of each Community support framework (CSF), single programming document (SPD) or proposal for a Community initiative (CI) are obtained as follows:

Not later than the beginning of each year, the Commission applies the indexation rate for the year in question to the annual instalments for that year and subsequent years in the most recent indexed version of the annual breakdown of Community assistance for each CSF, SPD or proposal for a Community initiative contained in the Commission decision approving the CSF, SPD or proposal for a Community initiative.

The difference between the allocation thus obtained and that resulting from the preceding indexation operation constitutes the additional financial resources generated by the indexation for the year in question.

This procedure is equivalent to breaking down in proportion to the total financial allocation for the CSF, SPD and CI proposal the additional amounts produced by the indexation of the appropriations shown in Annex II to Regulation (EEC) No 2052/88.

30. The additional financial resources generated by the indexation of each CSF, SPD and CI proposal are allocated as follows:

¹ OJ L 170, 3. 7. 1990, p. 36.

² OJ L 54, 25. 2. 1994, p. 9.

- The Monitoring Committee for the CSF, SPD or CI proposes the allocation¹ of the additional financial resources generated by the indexation of the CSF, SPD and CI proposal by reinforcing certain existing measures and/or setting up new operations.

This allocation of resources always differentiates between amounts to be allocated to the CSF/SPD as such (national initiatives) and those for Community initiatives.

- On the basis of that proposal the Commission decides formally to grant additional assistance or to fund new operations in accordance with the procedures in force.

Financial control and irregularities

31. Checks may be carried out in accordance with Article 23(2) of Regulation (EEC) No 4253/88 both by the Member State and by the Commission to ensure that funds are being spent in accordance with the objectives laid down the rules in force and the principles of sound financial management. The checks must enable the Commission to ensure that all expenditure charged to assistance has actually been incurred, and is correct, eligible and regular. The Member State and the Commission will exchange immediately all relevant information concerning the results of these checks in accordance with Commission Regulation (EEC) No 1681/94 of 11 July 1994 concerning irregularities and the recovery of sums wrongly paid in connection with the financing of the structural policies and the organization of an information system in this field.

The Member State shall keep available for the Commission all national audit reports drawn up on each form of assistance.

32. Pursuant to Article 23(2) of Regulation (EEC) No 4253/88, for a period of three years following the last payment in respect of an assistance the authorities responsible for implementation shall keep available for the Commission all supporting documents concerning expenditure and checks relating to the operation.

Prevention and detection of irregularities – Reduction, suspension and cancellation of assistance – Recovery of sums wrongly paid

33. The Commission Regulation (EEC) No 1681/94² contains detailed provisions for the implementation of the second indent of Article 23(1) of Regulation (EEC) No 4253/88 as amended.

34. The Member State and the beneficiaries shall ensure that the Community finance is used for the purposes intended. If an operation or measure appears to justify only part or none of the assistance allocated, the Commission may reduce or suspend the assistance and the Member State will then recover the sums due as provided for in Commission Regulation (EEC) No 1865/90 of 2 July 1990 concerning interest on account of late payment to be charged in the event of late payment of assistance from the Structural Funds.³ The authority responsible for repaying to the Commission sums wrongly paid is the authority designated by the Member State and referred to in paragraph 22. In disputed cases, the Commission will undertake a suitable examination of the case in the framework of the partnership, in particular requesting the Member States or other authorities designated by it to implement the operation to submit their comments within two months. Commission Regulation (EEC) No 1681/94 shall apply.

¹ The allocation need not necessarily be made each year. For example, where the amounts for CSFs or SPDs are relatively small, the additional resources generated by indexation can be aggregated and allocated as a single operation in the final year of the CSF or SPD.

² OJ L 178, 12. 7. 1994, p. 43.

³ OJ L 170, 3. 7. 1990, p. 35.

35. If there is considerable delay in implementing an assistance, the Commission, in co-operation with the Member State, may consider reallocating the resources of the Funds by reducing the financial allocation to that assistance. This does not mean a reduction in the final allocation to the CSF.

Procedure for closure of the assistance

36. The decisions to grant assistance lay down time-limits for implementation which relate both to the adoption of legally binding provisions and the commitment by the Member State of the financial resources required and to the closure of payments to the final beneficiaries. At the request of the Member State, duly made before expiry of the time-limits and supported by information establishing the justification for such a change, the Commission services may extend the time-limits by not more than one year. If the extension requested is for more than one year, a formal Commission decision is required.
37. No expenditure incurred after the end date, as extended where appropriate, may be taken into consideration for the grant of assistance from the Structural Funds.

Compliance with Community policies

Under Article 7 of Regulation (EEC) No 2052/88 as amended, measures financed by the Structural Funds or the FIFG must comply with the provisions of the Treaties, with the instruments adopted pursuant thereto and with Community policies. This compliance is verified in the examination of requests for funding as well as during the implementation of measures.

The competition rules

If the Community is to part-finance State aid schemes, the Commission must approve such aid in accordance with Articles 92 and 93 of the Treaty.

Under Article 93(3), Member States must notify the Commission of any measure granting, altering or extending State aids to firms.

However, aid which complies with the *de minimis* conditions set out by the Commission in the Community guidelines on aid to small and medium-sized enterprises¹ does not have to be notified and so does not require prior approval. It must comply with the implementing rules set out by the Commission in its letter to the Member States of 23 March 1993.

In addition, specific obligations as regards notification apply to aid granted in certain industrial sectors in accordance with the following Community rules:

- steel (NACE 221) ECSC Treaty, and in particular Decision 91/3855/ECSC
- steel (NACE 222) Commission Decision 88/C 320/03
- shipbuilding (NACE 361.1-2) Council Directive 93/115/EEC
- synthetic fibres (NACE 260) Commission Decision 92/C 346/02
- motor vehicles (NACE 351) Commission Decision 89/C 123/03 extended by Commission Decision 93/C 36/17

¹ OJ C 213, 19. 8. 1992.

The application of the provisions governing State aid must be seen in the wider context of the employment and training aid which the Commission is to approve shortly.

In the meantime the Commission is prepared to continue to provide funding under Objective 4.

However, taking the requirements of the Treaty into account, payments from the Social Funds will be limited to the relevant estimated amounts and will not be made until the necessary procedures for approval of State aid have been completed.

Award of public contracts

Implementation of measures part-financed by the Structural Funds or the FIFG must comply with Community policy and directives for the award of contracts.

Pursuant to Article 25(6) of Regulation (EEC) No 4253/88, notices sent for publication in the *Official Journal of the European Communities* pursuant to those directives must specify the projects in respect of which Community assistance has been applied for or granted.

Applications for assistance in respect of the major projects referred to in Article 16(2) of Regulation (EEC) No 4253/88 must include a complete list of contracts already awarded and the relevant written reports when these are required under the public contracts directives. An updated version of this information is to be sent to the Commission with the application for payment of the balance for contracts awarded in the meantime.

In the case of other projects, in particular those included in operational programmes and forming part of structures¹ whose total value is above the thresholds laid down by Article 16(2) of Regulation (EEC) No 4253/88, the written report on each contract awarded, when provided for in the public contracts directives, shall be made available to the Monitoring Committee and sent to the Commission if it so requests.

Protection of the environment

Measures part-financed by the Structural Funds and the FIFG must abide by the principles and objectives of sustainable development as laid down in the Community programme of policy and action in relation to the environment and sustainable development included in the Council Resolution of 1 February 1993.² They must also comply with Community legislation on the environment. Priority must be given to achieving the objectives set out in that legislation in so far as it is connected with the regional development envisaged.

For programmes or other similar operations (global grant or aid schemes) likely to have a significant impact on the environment, the Member States shall, as required by Article 14 of Regulation (EEC) No 4253/88, enclose with their application information to enable the Commission to evaluate the impact on the environment.

Applications for assistance concerning the major projects referred to in Article 16(2) of Regulation (EEC) No 4253/88 must be accompanied by a questionnaire on the assessment of the environmental impact of the project concerned pursuant to Directive 85/337/EEC.³ This same questionnaire must accompany the information sent to the Commission concerning the large projects submitted for assistance from the ERDF in the framework of an operational programme as foreseen under Article 5 of Regulation (EEC) No 4254/88.

¹ Structure means a series of building or civil engineering works which have a technical or economic function in their own right.

² OJ C 138, 17. 5. 1993.

³ OJ L 175, 5. 7. 1988.

Equal opportunities for men and women

The measures part-financed by the Structural Funds and the FIG must comply with, and where appropriate contribute to, Community policy and legislation on equal opportunities for men and women. In particular, consideration should be given to applications concerning investments and training which facilitate the return to the labour market of people with children.

Other Community policies

Measures part-financed by the Structural Funds and the FIG must comply with the other Community policies provided for in the Treaties, in particular the establishment of a space without internal borders, the common agricultural policy in all its aspects including the exclusions at points 1(b) and 2 of the annex to Commission Decision 94/174/EC,¹ the common fisheries policy in all its aspects, social policy, industrial policy, policies concerned with energy, transport, telecommunications and information techniques, trans-European networks and research and development.

General provisions

In implementing Community assistance, the Member States shall take all appropriate measures, whether general or specific, to ensure fulfilment of the obligations arising out of the Treaty or resulting from Community actions.

For its part, the Commission shall ensure respect of Community legislation arising from the Treaties. The Member States shall facilitate the Commission's achievement of this task. To this end, they shall provide, at the Commission's request, any useful information required.

If the Commission considers that Community legislation has not been complied with in the case of a particular measure, it shall, in accordance with Article 24 of Regulation (EEC) No 4253/88, examine the case in the framework of the partnership, in particular requesting that the Member State or authorities designated by it to implement the operation submit their comments within a specified period of time.

If that examination confirms the existence of an irregularity, the Commission may initiate infringement proceedings under Article 169 of the Treaty. Once this has been done (by the sending of a letter of formal notice), the Commission will suspend Community assistance to the project in dispute.

Technical assistance and experts

The SPD includes a financial allocation, agreed by the partnership, for assistance towards measures to prepare, appraise, monitor and evaluate measures planned or undertaken under the SPD. Information and publicity measures undertaken pursuant to Commission Decision 94/342/EEC of 31 May 1994 may also be financed under this heading.

A limited part of the appropriations of the budgetary allocation for technical assistance, not exceeding 10 %, may be used by the Member State or the Commission at a rate of 50 % each, for measures taken under their own initiative. Criteria for the use of these appropriations shall be determined by common agreement between the Member State and the Commission. Each party shall inform the other of measures undertaken in this framework.

¹ OJ L 79, 23. 3. 1994.

The other measures are undertaken as part of the work of the Monitoring Committee.

In carrying out the duties imposed on them, the representatives of the Member State and the Commission may, by mutual agreement, be accompanied by their experts. This agreement shall only be refused for duly justified reasons.

Information and publicity

Commission Decision 94/342/EEC concerning information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds and the FIG shall apply.

Publicity measures shall be organized by the national, regional and local authorities responsible for the implementation of the CSFs, Community initiatives, operational programmes and other forms of assistance, in cooperation with the relevant Commission departments. The Commission departments shall be notified of the measures taken in this connection.

For part-financed training and employment measures, the information and publicity operations shall include the following elements:

- measures to make potential beneficiaries and professional organizations aware of the possibilities offered;
- measures to make political opinion aware of the Community's role in funding measures relating to vocational training, employment and the development of human potential.

The authorities responsible for the implementation of the assistance shall introduce a suitable scheme for disseminating information to those benefiting, or who might benefit, from training or employment measures or measures for the development of human potential. They shall invite assistance from the vocational training organizations, the organizations dealing with employment matters, firms and groups of firms, training centres and non-governmental organizations.

European Commission

THE NETHERLANDS — Single programming document 1994-99
Objective 4: Facilitating the adaptation of workers to industrial change and to changes in production systems

Luxembourg: Office for Official Publications of the European Communities

1996 — III, 75 pp. — 21 x 29.7 cm

ISBN 92-827-4731-X

Price (excluding VAT) in Luxembourg: ECU 12

THE RESEARCHER'S RESPONSIBILITY TO THE COMMUNITY
The researcher has a responsibility to the community to ensure that the research is conducted in an ethical and responsible manner.

The researcher should ensure that the research is conducted in a way that is respectful of the community's values and beliefs.

The researcher should also ensure that the research is conducted in a way that is transparent and accountable.

The researcher should ensure that the research is conducted in a way that is fair and equitable.

The researcher should ensure that the research is conducted in a way that is socially responsible.

BELGIQUE/BELGIE

Moniteur belge/Belgisch Staatsblad

Rue de Louvain 40-42/
Leuvenseweg 40-42
B-1000 Bruxelles/Brussel
Tél. (32-2) 552 22 11
Fax (32-2) 511 01 84

Jean De Lannoy

Avenue du Roi 202/
Koningslaan 202
B-1060 Bruxelles/Brussel
Tél. (32-2) 538 51 69
Fax (32-2) 538 08 41
e-mail: jean.de.lannoy@infoboard.be

**Librairie européenne/
Europese Boekhandel**

Rue de la Loi 244/
Wetstraat 244
B-1040 Bruxelles/Brussel
Tél. (32-2) 295 26 39
Fax (32-2) 735 08 60

DANMARK

J. H. Schultz Information A/S

Herstedvang 10-12
DK-2620 Albertslund
Tlf. (45) 43 63 23 00
Fax (45) 43 63 19 69
e-mail: schultz@schultz.dk

DEUTSCHLAND

Bundesanzeiger Verlag

Breite Straße 78-80
Postfach 10 05 34
D-50667 Köln
Tel. (49-221) 20 29-0
Fax (49-221) 20 29 278

GREECE/ELLADA

G.C. Eleftheroudakis SA

International Bookstore
Panepistimiou 17
GR-105 64 Athens
Tel. (30-1) 331 41 82
Fax (30-1) 323 98 21

ESPAÑA

Mundi Prensa Libros, SA

Castelló, 37
E-28001 Madrid
Tel. (34-1) 431 33 99/431 32 22/435 36 37
Fax (34-1) 575 39 98
e-mail: mundiprensa@tsai.es

Boletín Oficial del Estado

Trafalgar 27-29
E-28010 Madrid
Tel. (34-1) 538 22 95/538 22 97
Fax (34-1) 538 22 67

Sucursal:

Mundi Prensa Barcelona

Consell de Cent, 391
E-08009 Barcelona
Tel. (34-3) 488 34 92
Fax (34-3) 487 76 59

Libreria de la Generalitat de Catalunya

Rambla dels Estudis, 118
Palau Moja
E-08002 Barcelona
Tel. (34-3) 302 68 35/302 64 62
Fax (34-3) 302 12 99

FRANCE

Journal officiel

Service des publications des CE
26, rue Desaix
F-75727 Paris Cedex 15
Tél. (33-1) 40 58 77 01/31
Fax (33-1) 40 58 77 00

IRELAND

Government Supplies Agency

Publications Section
4-5 Harcourt Road
Dublin 2
Tel. (353-1) 661 31 11
Fax (353-1) 475 27 60

ITALIA

Licosa SpA

Via Duca di Calabria 1/1
Casella postale 552
I-50125 Firenze
Tel. (39-55) 64 54 15
Fax (39-55) 64 12 57
e-mail: licosa@fbcc.it

GRAND-DUCHÉ DE LUXEMBOURG

Messengeries du livre Sàrl

5, rue Raiffeisen
L-2411 Luxembourg
Tél. (352) 40 10 20
Fax (352) 490 661
e-mail: mdl@pt.lu

Abonnements:

Messengeries Paul Kraus

11, rue Christophe Plantin
L-2339 Luxembourg
Tél. (352) 499 88 88
Fax (352) 499 888 444
e-mail: mpk@pt.lu

NEDERLAND

SDU Uitgeverijen

Externe Fondsen
Christoffel Plantijnstraat 2
Postbus 20014
2500 EA 's-Gravenhage
Tel. (31-70) 378 98 80
Fax (31-70) 378 97 83

ÖSTERREICH

**Manz'sche Verlags-
und Universitätsbuchhandlung GmbH**

Siebenbrunnengasse 21
Postfach 1
A-1050 Wien
Tel. (43-1) 53 161 (334 oder 340)
Fax (43-1) 53 161 (339)
e-mail: auslieferung@manz.co.at

PORTUGAL

Imprensa Nacional-Casa da Moeda, EP

Rua Marquês de Sá da Bandeira, 16 A
P-1050 Lisboa Codex
Tel. (351-1) 353 03 99
Fax (351-1) 353 02 94/384 01 32

Distribuidora de Livros

Bertrand Ld.^a
Grupo Bertrand, SA
Rua das Terras dos Vales, 4-A
Apartado 60037
P-2700 Amadora Codex
Tel. (351-1) 495 90 50/495 87 87
Fax (351-1) 496 02 55

SUOMI/FINLAND

**Akateeminen Kirjakauppa /
Akademiska Bokhandeln**

Pohjoisesplanadi 39/
Norra esplanaden 39
PL/PB 128
FIN-00101 Helsinki/Helsingfors
Tel. (358) 121 41
Fax (358) 121 44 35
e-mail: akatilaus@stockmann.mailnet.fi

SVERIGE

BTJ AB

Traktorvägen 11
PO Box 200
S-221 00 LUND
Tel. (46) 18 00 00
Fax (46) 18 01 25

UNITED KINGDOM

HMSO Books (Agency Section)

HMSO Publications Centre
51, Nine Elms Lane
London SW8 5DR
Tel. (44-171) 873 9090
Fax (44-171) 873 8463

ICELAND

Bokabud Larusar Blöndal

Skólavörðustíg, 2
IS-101 Reykjavík
Tel. (354) 55 15 650
Fax (354) 55 25 560

NORGE

NIC Info A/S

Bertrand Narvesens vei 2
Boks 6512 Etterstad
N-0606 Oslo
Tel. (47-22) 57 33 34
Fax (47-22) 68 19 01

SCHWEIZ/SUISSE/SVIZZERA

OSEC

Stampfenbachstraße 85
CH-8035 Zürich
Tel. (41-1) 365 54 54
Fax (41-1) 365 54 11
e-mail: urs.leimbacher@ecs.osec.inet.ch

BÁLGARIJA

Europress Klassica Bk Ltd

76, Gurko Street
BG-1463 Sofia
Tel. (359-2) 81 64 73
Fax (359-2) 81 64 73

ČESKÁ REPUBLIKA

NIS ČR - prodejna

Konviktská 5
CZ-113 57 Praha 1
Tel. (42-2) 24 22 94 33/24 23 09 07
Fax (42-2) 24 22 94 33
e-mail: nkposp@dec.nis.cz

HRVATSKA

Mediatrade Ltd

Pavla Hatza 1
HR-4100 Zagreb
Tel. (38-1) 43 03 92
Fax (38-1) 44 40 59

MAGYARORSZÁG

Euro Info Service

Európa Ház
Margitsziget
H-1138 Budapest
Tel. (36-1) 11 16 061/11 16 216
Fax (36-1) 302 50 35

POLSKA

Business Foundation

ul. Krucza 38/42
PL-00-512 Warszawa
Tél. (48-22) 621 99 93/628 28 82
Fax (48-22) 621 97 61- Free line (0-39) 12 00 77

ROMÂNIA

Euromedia

Str. G-ral Berthelot Nr 41
RO-70749 Bucuresti
Tél. (41) 210 44 01/614 06 64
Fax (41) 210 44 01

RUSSIA

CCEC

9,60-letiya Oktyabrya Av.
117312 Moscow
Tel. (095) 135 52 27
Fax (095) 135 52 27

SLOVAKIA

Slovenska Technicka Kniznica

Námestie slobody 19
SLO-81223 Bratislava 1
Tel. (42-7) 53 18 364
Fax (42-7) 53 18 364
e-mail: europ@tbb1.sltk.stuba.sk

MALTA

Miller Distributors Ltd

Malta International Airport
PO Box 25
LQA 05 Malta
Tel. (356) 66 44 88
Fax (356) 67 67 99

TÜRKIYE

Dünya Infotel A.S.

Istiklâl Caddesi No 469
TR-80050 Tünel-Istanbul
Tel. (90-212) 251 91 96 / 427 02 10
Fax (90-212) 251 91 97

ISRAEL

R.O.Y. International

17, Shimon Hatarssi Street
PO Box 13056
61130 Tel Aviv
Tel. (972-3) 546 14 23
Fax (972-3) 546 14 42
e-mail: royil@netvision.net.il

Sub-agent for the Palestinian Authority:

Index Information Services

PO Box 19502
Jerusalem
Tel. (972-2) 27 16 34
Fax (972-2) 27 12 19

EGYPT

The Middle East Observer

41, Sherif Street
Cairo
Tel. (20-2) 39 26 919
Fax (20-2) 39 39 732

UNITED STATES OF AMERICA

Unipub

4611-F Assembly Drive
MD20706 Lanham
Tel. (800) 274-4888 (toll free telephone)
Fax (800) 865-3450 (toll free fax)

CANADA

Uniquement abonnements/
Subscriptions only:

Renouf Publishing Co. Ltd

1294 Algoma Road
K1B 3W8 Ottawa, Ontario
Tel. (1-613) 741 73 33
Fax (1-613) 741 54 39
e-mail: renouf@fox.nstn.ca
For monographs see: Unipub

AUSTRALIA

Hunter Publications

PO Box 404
3167 Abbotsford, Victoria
Tel. (3) 9417 53 61
Fax (3) 9419 71 54

JAPAN

PSI-Japan

Kyoku Dome, Tokyo Kojimachi P.O.
Tokyo 102
Tel. (81-3) 3234 69 21
Fax (81-3) 3234 69 15
e-mail: psijapan@gol.com
URL: www.psi-japan.com

SOUTH AND EAST ASIA

Legal Library Services Limited

Orchard
PO Box 0523
912318 Singapore
Tel. (65) 243 24 98
Fax (65) 243 24 79
e-mail: elaine@leg-libry.demon.co.uk

SOUTH AFRICA

Safto

5th Floor Export House,
CNR Maude & West Streets
PO Box 782 706
2146 Sandton
Tel. (27-11) 883 37 37
Fax (27-11) 883 65 69

**ANDERE LÄNDER
OTHER COUNTRIES
AUTRES PAYS**

Bitte wenden Sie sich an ein Büro Ihrer Wahl
Please, address yourself to the sales office of your choice
Veuillez vous adresser au bureau de vente de votre choix

Price (excluding VAT) in Luxembourg: ECU 12



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

L-2985 Luxembourg

ISBN 92-827-4731-X



9 789282 747315 >