

# Annual Report 1986

**CEDEFOP**







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

# Annual Report 1986

# CEDEFOP

Annual Report 1986  
adopted by the Management Board on 13 March 1987

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From left to right: **Ernst Piehl**, Director of CEDEFOP, **Manuel Marin Gonzalez**, Vice-President of the Commission of the European Communities, responsible for Social Affairs, Employment, Education and Training, **Hywel Ceri Jones**, Director DG V/C, Education, Vocational Training and Youth Policy



From left: Mr. **Jean Degimbe**, Director-General, Directorate-General for Employment, Social Affairs and Education, Commission of the European Communities, Mr. **Corrado Politi**, Deputy Director CEDEFOP



## I - INTRODUCTION

1986 concludes the first part of the activities provided for in the "Action Guidelines 1986-1988" adopted by the Management Board of the Centre in September 1985.

The "Action Guidelines", and accordingly, the 1986 Work Programme, had Community references:

- the support of the Work Programme of the Commission following the two Resolutions of 2 June 1983 concerning vocational training measures relating to new information technologies, and 11 July 1983 concerning vocational training policies in the European Community in the 1980s.
- the Council Resolution of 7 June 1984, and still valid, concerning the contribution of local job creation initiatives in combatting unemployment,
- the Decision of the Council of 16 July 1985 concerning the comparability of vocational training qualifications between Member States of the European Community, and
- the proposal of the Commission for a Council Decision concerning the adoption of a Community education and training programme in the field of new technologies (COMETT 1986-1992);

In addition, the three-year Action Guidelines make express provision for the treatment of problems linked with the extension of the Community with the accession of Spain and Portugal.

The annual report follows the structure of the "Action Guidelines" of the Centre in order to enable the readers to appreciate better the implementation of the first stage towards its realization. The report is made up of two main sections: one relating to the six permanent activities and the other devoted to the six priority areas of research.

1. Within the three-year Community framework, 1986 presents a number of special features:

- The budget was used in full; a number of projects have to be carried forward to 1987; this is the first year in which such a development has occurred;
- On the other hand, the work of the Centre is experiencing an ever-increasing feed-back and more frequent mention is being made of the Centre's activities in conferences and in professional and research journals. The experts of the Centre are being asked more and more to attend international, national or regional conferences. CEDEFOP is becoming a centre of reference for vocational training issues. Its visitors include many leading personalities, in particular, the Vice-President of the Commission, Mr. M. Marin, who visited the Centre in 1986.
- The aspect of "participation" is concentrated in the joint organization of major conferences. As an example, there was the "1st European Congress on Continuing Education and Training - its contribution to innovation and employment", which was held in Berlin on 9 and 10 October 1986, and the conference "People and Technology", held in London on 25 and 26 November 1986. Apart from granting modest financial support for these events, CEDEFOP made a special contribution both with regard to content and method, and by making available its publications and, in some cases,

providing translation and copying services. Cooperation with regional bodies is expanding. Apart from the congress on continuing education and training, there was also the seminar on "Women and the creation of enterprises", organized by the Berlin Senator for Family Affairs and Youth and a number of other meetings.

- Although there was without doubt a decline in the volume of its research work, on the credit side, the Centre was able to show a greater increase and diversification of its services and a more rapid and more extensive dissemination of the results of previous work. In this connection, emphasis must be given to the interest shown in the "CEDEFOP documents", a new form of publication recently introduced. The texts of these documents are photocopied and despatch and storage present no problem. They are produced without the aid of a graphic designer or printer. As a consequence they provide a flexible and rapid response to an ever-increasing demand.
- "CEDEFOP Flash", a publication supplying information on the conferences and the more significant activities of the Centre, "CEDEFOP News", the most widely distributed publication of the Centre, and the journal "Vocational Training", published in all the Community languages have proved to be excellent media for communication and the establishment of contacts.
- In order to facilitate its work, the Centre is making greater use of the more modern technical equipment: a computer is used for the management of the programme of study visits; work is continuing on the computerization of the address lists, and, for the documentation services, whilst maintaining the links with external bases, the Centre has decided to establish its own CEDEFOP database.

2. Concerning the actual work content, a number of points must be stressed:

- In order to reply to the urgent and considerable demand presented by the comparability of qualifications - for level 2, the "internal market" is due to become reality in 1992 - a larger work unit has been set up;
- The study visit programme has been extended with vocational training specialists from Spain and Portugal participating. For budgetary reasons it was not possible to achieve the 176 grants originally planned, but still 146 participants benefitted from the programme.
- Special attention was devoted to the three Mediterranean countries. Early in the year, a meeting was organized with representatives from these three countries responsible for vocational training. The special Mediterranean project on sectors in decline was successfully launched. The documentary service and a number of other activities have been directed towards these new Member States. The appointment of Spanish and Portuguese colleagues in 1986 will enable the Centre to consolidate these efforts in the coming years.
- Without at all neglecting young people and their trainers, emphasis was placed on the problems of adult training. With the Centre's cooperation, a communication to the Council on continuing training of salaried employees in enterprises has been prepared. The Berlin congress also provided an opportunity to take stock of this question and to give it the attention it deserves.

- By accelerating its activities on the role of the social partners in vocational training, CEDEFOP plans, in cooperation with the Commission, to assist in the organization of the social dialogue in the field of social policy in this sector.
- Following the path of previous efforts, there has been a growing demand on the part of Community and national institutions and a growing awareness and acceptance of the political aspects of vocational training.
- In order to fulfil its role as a platform for the exchange of information and experience both of research and development in the field of vocational training, CEDEFOP, together with the Commission, organized the second meeting of the directors of national institutions responsible for these questions. This meeting was held in Berlin and Flash No. 7 describes the results.
- In the field of training for young people, efforts were concentrated on the dissemination of the results of previous work and the support of the activities of the responsible bodies at Community and national levels, in particular with regard to the prospects and modalities for the integration of the most disadvantaged group of young people, which, as is well-known, includes a majority of young people, migrants and disabled people.

In short, 1986 was a year of consolidation and growth:

- An increase in the number of requests submitted to CEDEFOP and the number of replies given.
- An increase in staff, in particular the recruitment of Spanish and Portuguese colleagues.
- The extension of the office premises: A number of meeting rooms and offices in the third and fourth floors of the annex building are already occupied. A conference room allowing for simultaneous interpretation from and into nine languages will soon be available. Now being suitably equipped, CEDEFOP is also able to invite disabled people to its meetings.

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## Activities



CEDEFOP Library/Documentation Service



## II. ACTIVITIES

### A. Permanent Activities

#### 1. Documentation service and library - Project 1.106

The Management Board of the Centre has always considered this field of work to be of high priority. In 1986, activities were pursued in three directions:

##### 1.1. Extension of the network of correspondents

Following a feasibility study conducted in Greece, a contract was concluded with the Institute of Pedagogics attached to the Ministry for Education. A similar contract was signed for Spain with the Instituto Nacional de Empleo and for Portugal with the Serviço de Informação Científica e Técnica (SICT). These three institutions have already attended a meeting of the network in September. Apart from the institutions concerned, representatives of the Commission and EURYDICE, the International Labour Office and its International Centre for Continued Technical Training (Turin) participated. In addition, two national meetings were organized, one in Brussels, the other in Lisbon.

##### 1.2. Thesaurus

The Thesaurus has been published in German, English, French and Italian. Automatic updating makes it a most useful instrument, compatible with the EUDISED thesaurus, with other international thesauri and classification systems. The Thesaurus has been sold and distributed free of charge on a limited scale.

The Portuguese authorities have agreed to cover the costs of preparing and distributing a Portuguese

version; CEDEFOP will share the technical production costs; a similar arrangement has been made with Spain and Greece.

### 1.3. Computerization

On the basis of the experience gained in 1985 and following a special report, the "Information Retrieval Service" of the European Space Agency has been chosen as the host database for CEDEFOP. This agency already serves the International Labour Office and the Council of Europe. CEDEFOP has accordingly arranged for a modification of its card indexing system.

### 1.4. Dissemination and utilization of available documents

A basic bibliography on vocational training in Belgium has been published in French and Dutch; a similar document has been produced in German for the Federal Republic of Germany, and for the Netherlands, the same work has been published in English and Dutch. Annotated bibliographies on the systems of financing of vocational training in six Member States have also been produced. A descriptive list of the principal vocational training journals published in seven Member States and by the European Community and international bodies has been prepared for publication. Documentary dossiers on the training of trainers are also due for publication.

A new demand met by the members of the network is to supply contributions for a documentation and bibliography section in each issue of the journal "Vocational Training". They are also required to compile annotated bibliographies for the programme of study visits for vocational training specialists.

### 1.5. Utilization of the catalogue

The number of new indexations by the members of the network increased by some 2,000 entries. The majority of these publications are the subject of a brief summary in French or English.

The documentary service receives 250 periodicals. These are analyzed, distributed internally and, when the importance of the subject requires, are indexed.

In 1986, for distribution at national level, the members of the network received 70 documents of significance at Community level or closely linked with the work of CEDEFOP.

### 2. **Information visits - Project 1.206**

Advance talks with potential visitors concerning the purpose of their visit has enabled the Centre to be more selective and to improve the quality of the meetings. Furthermore, CEDEFOP has been better able, with regard to content, to fulfil its task of supplying information and advice. Particular attention has been given to a follow-up to the visit, as the needs of the visitors cannot always be satisfied during their short stay at the Centre.

The number of individual or group visitors increased to 75 \*, about 50 of whom have called on the documentation service. Excluding the representatives of official bodies, the visitors were vocational training researchers and/or planners wishing to gain all possible information by way of an international comparison. The others were trainers coming to

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\* with the exclusion of the participants of CEDEFOP working group or information meetings

CEDEFOP as part of a study or further training visit, 60% of whom were from the Member States of the Community, about 30% from non-Community countries and roughly 10% from international organizations.

### 3. Publications

#### 3.1. The journal "Vocational Training - Project 1.306

Article 3 of the Regulation establishing the Centre calls on CEDEFOP expressly to publish a "bulletin on vocational training".

In 1986, the importance of this information media was underlined by the publication of two issues for the first time in nine languages - a third, again in nine languages, is being printed and will be published at the beginning of 1987 - and by the increase in the commitment of operational resources. In addition, in 1986, the editorial, technical production, and administrative procedures were reorganized.

Issue 1/1986 - "A new impulse for vocational training in Europe - Spain, Greece and Portugal".

This issue was devoted to the three countries which had recently joined the Community. Representatives of the governments, employers' organizations and unions from these countries and experts in vocational training from other Member States had an opportunity to voice their opinions. In view of the importance of the subject, this issue was more voluminous than the others and was used as a means of promoting the publication in order to achieve an increase in the number of subscribers in Spain, Greece and Portugal.

A total of 13,550 copies were printed.

Issue 2/1986 - "Regional concepts of vocational training. A challenge?"

The articles on this subject were supplied by representatives of the Commission, experts in regional development and vocational training and by the project coordinator at CEDEFOP.

Under the heading "Sources of Information", a column was developed by the documentary service of the Centre and its network.

12,300 copies of this issue were printed.

Issue 3/1986 "Continuing training and labour market policy".

This issue contains the principal results of a seminar organized in the Netherlands on continuing training and its links with the labour market. The Vice-President of the Commission, Mr. M. Marin, the Director of the Centre, with the project coordinator and experts from the Federal Republic of Germany, the Netherlands and the United Kingdom, contributed to this publication.

12,250 copies were printed.

### Distribution

The Bulletin was sold to subscribers at a token price of 2.90 ECU and 7.07 ECU for an annual subscription; it was also distributed free of charge.

### Development of subscription:

Year	Subscriptions (paid)		Subscriptions (free of charge)	
	Number of copies	Change in %	Number of copies	Change in %
1983	1,090		5,650	
1984	1,936	+ 78 %	5,815	+ 3 %
1985	2,365	+ 22 %	5,937	+ 2 %
1986	3,144	+ 33 %	5,800	- 2 %

As from issue 1/1987, the journal will no longer be distributed free of charge, except to a number of important multipliers, in particular Community institutions, national parliaments and ministries, and the press. Nevertheless, those receiving the journal free of charge have been invited to make a paid subscription.

Promotion activities concentrated on the three new Member States.

Thanks to the support of the national authorities and the members of the Management Board, the number of new subscriptions in the process of registration at the Office for Official Publications in Luxembourg amounted to 555 for Spain, 10 for Greece and 116 for Portugal.

As an additional service to paying subscribers, CEDEFOP will, as from 1986, produce an annual summary in the 9 Community languages. As from 1987, an index will be issued every two years to facilitate filing.

### 3.2 CEDEFOP News - Project 1.806

CEDEFOP News is the Centre's most widely distributed publication: roughly 25,000 copies per issue in five languages. It has a dual function: firstly, to supply information on interesting developments observed in the Member States, and secondly, to make known the most significant initiatives undertaken on a Community scale.

In 1986, three issues were published, one of which was a special issue at the request of the Commission. This issue presents the reports of the Member States on recent developments in the field of vocational training. The fourth issue under the 1986 budget has been compiled and will be published at the beginning of 1987. All issues are distributed free of charge.

### 3.3. CEDEFOP Flash - Project 1.916

CEDEFOP Flash serves to distribute as quickly as possible important results of the current work of the Centre, e.g. reports on conferences, seminars or working group meetings. It is published at irregular intervals depending on the development of the work of the Centre. It is distributed in manuscript form free of charge in English, French and German.

In 1986, ten issues were distributed to about 1600 addressees such as Community and national institutions, universities, research and documentation institutes, the social partners, journalists and individual researchers (c.f. annex 4 for the list of subjects covered).

3.4. CEDEFOP publications: production, distribution and promotion - Project 1.326

Production

In addition to the periodical publication (c.f. projects 1.306, 1.806 and 1.916), CEDEFOP published in 1986 136 documents in different languages on the results of its work and its study contracts (c.f. annexe 4).

A new type of publication "CEDEFOP document" (c.f. annexe 4) was developed for the purpose of publishing the results of specific work more rapidly and at a more favourable price, but also of meeting the specific interests of vocational training experts.

The majority of the CEDEFOP publications were produced in cooperation with the Office for Official Publications of the European Communities.

Distribution

The non-periodical publications of the Centre are as a rule sold at a token price via the sales offices of the European Communities in the Member States and overseas, and a limited number are distributed free of charge to the European Community institutions, national parliaments and ministries, libraries attached to research institutions, to documentation centres and to other important multipliers (e.g. the press).



Development of revenue from sales

Year	Number of non-periodical publications sold	Change as compared with previous year in %
1983	1,410	
1984	4,802	+ 240 %
1985	5,871	+ 22.5 %
1986	5,715	-: 2.5 %

Year	Revenue from sales in ECU	Change as compared with previous year in %
1983	8,300	
1984	18,100	+ 118 %
1985	26,100	+ 44 %
1986	28,100	+ 8 %
*		

At the end of 1986, the CEDEFOP address list contained around 23,500 entries. These lists are computerized, in part at the Office for Official Publications of the European Communities in Luxembourg and in part at CEDEFOP. It is possible to select specific information for analyses and evaluations on the basis of the following criteria: country, language, profession/function, centre of interest, organization/institution.

Development of the address lists

1983	:	approx. 17,000 addressees		
1984	:	approx. 18,500 addressees	+	9 %
1985	:	approx. 21,000 addressees	+	13 %
1986	:	approx. 23,500 addressees	+	12 %

Promotion activities

The stock of addresses was increased thanks above all to an intensification of promotion activities such as the publication of conference reports, articles on vocational training and the use of inserts and announcements in newspapers and selected journals.

The individuals and institutions included in the address list receive regular information on available documents and conditions for subscription, in the 9 Community languages, using the form sheets "CEDEFOP publications" and "new CEDEFOP publications". Three hundred thousand information brochures were distributed in 1986.

Individual promotion activities in the form of mailing campaigns and inserts in selected journals concentrated on the new Member States, Spain, Greece and Portugal.

A modular display system was developed in order to present the activities and programmes of the Centre at major European conferences and seminars.

The Centre was represented at 6 exhibitions in the Federal Republic of Germany, France, the Netherlands and the United Kingdom, and, in cooperation with the Office for Official Publications of the European Communities in Luxembourg, at international book fairs in Brussels, Paris, London, Barcelona and Frankfurt am Main.

#### 4. Description of the vocational training systems

##### 4.1. Monographs - Projet 1.216

The demand for the monographs describing the vocational training systems remained constant throughout 1986.

The monographs "Spain" and "Portugal" were published in the original language and in French. The monograph on the system of vocational training in the Federal Republic of Germany, which is in popular demand, was also published in Italian, with a second edition in French and a third in German.

The "second generation" monographs on the vocational training systems in the other Member States, which were completed in 1985 and early 1986, have been translated into as many languages as the financial resources permit and a number will be published early in 1987.

The second German and French edition of the Guide to the Systems of Vocational Training has been published. In order to obtain a higher degree of comparison amongst the national monographs and to provide a basis for the structure of a new version of the Guide, a number of the tables presented in the Guide has been incorporated in the monographs.

##### 4.2. Visualisation of the vocational training systems - Project - 1.816

In 1985, the Centre began the development of audio-visual presentations of the different systems of vocational training. Three video films (Belgium, Ireland, the Netherlands) have been produced in several languages. An evaluation of these films is

available. The films have been given a standard introduction.

The films have been lent out to vocational training institutions and have been presented at numerous meetings. Furthermore, work is progressing on accompanying literature and on two new films for Luxembourg and France.

#### 4.3. Financing of vocational training - Project 1.226

For budgetary reasons, part of the activities scheduled for 1986 had to be postponed and a number of contracts could not be concluded. However, the basic work has progressed.

- A matrix has been developed in cooperation with experts from different countries for the purpose of collecting and comparing information on costs and financing methods in the field of continuing vocational training.
- In view of the diversity of the systems - already complex at a national level and more so at a European level - whether it concerns the financing bodies, the participants, the structure of provision or a whole range of other features, it was necessary from the outset to arrive at a consensus concerning sampling categories. The national reports are to be drawn up on this basis in 1987.
- In order to ensure the comparability of information at European level, it was agreed in negotiation with the Commission, and subsequently in discussions with its working group "education and training statistics" to improve the definition of different

categories of vocational training for statistical purposes. This approach should result in an improvement in the data situation both as regards initial vocational training and continuing vocational training. This is one of the basic conditions for any substantial progress in the analysis of costs and financing.

- The questionnaires developed in cooperation with the Commission of the European Communities on the basis of the established definitions are to be circulated as from 1987.

#### 4.4. Vocational training terminology - Project 1.006

In 1986, a document covering basic vocational training concepts developed in 9 countries in 1985, was translated into English, French and German.

A methodology designed as a support for the implementation of CEDEFOP's projects is ready for application. A basic training seminar for documentalists able to contribute to the terminology work was conducted in cooperation with the International Centre for Information on Terminology (Infoterm) in Vienna.

A study on the possibilities for use of the automatic translation system SYSTRAN led to the development of a model for multilingual abstracts for the computerized

databases. This model is presented in a manual available in English. A bibliography of specialized dictionaries and glossaries is in production.

4.5. The role of the social partners in initial and continuing vocational training - Project 1.236

On the basis of a preliminary study conducted in 1985 and resulting in the development of a matrix for analysis, seven contracts have been concluded with research organizations in the following countries: Belgium, Denmark, Federal Republic of Germany, France, Italy, the Netherlands and the United Kingdom. Two complementary studies on structures and corresponding activities of social partners at European level were concluded in 1986. All these studies will be evaluated and discussed by the bodies concerned, and in particular the social partners.

The purpose of these surveys, based on the existing laws and regulations and taking into account the institutional frameworks, is to investigate the nature, extent and implications of the participation, consultative activities and information of the social partners in matters of education and training in the abovementioned Member States. Particular attention is focussed on involvement in the planning, organization and control of initial and continuing training and in and outside enterprises, both at national, regional and local levels and at branch and enterprise levels.

These general analyses must be supported by case studies in three sectors:

- the construction sector, special emphasis being placed on small and medium enterprises,
- the metal-processing, electro-technical and electronics sector, and
- banking.

The interim reports were drawn up in October 1986; the final reports in the original language and in English are expected to be available at the beginning of 1987.

5. **Comparability of vocational training qualifications - Project 1.246**

The work under this project is based on the Decision of the Council of 16 July 1985 (85/368/EEC).

The reports drawn up by groups of experts in the course of the last few years and covering five sectors (the electrical, car repair, hotel/catering, construction, agriculture/horticulture/forestry sectors), have been distributed amongst the Member States in the nine Community languages.

The responsible bodies of the Member States informed the Commission of their priorities, and accordingly, work has begun on the updating and revision of the reports for the sectors hotel/catering and car repairs. The descriptions of the occupations and the synopses have been discussed and in part revised and updated in cooperation with the experts selected by the Member States on the occasion of two conferences. Initial results are expected to be available in the first half of 1987.

Under the responsibility of the relevant services of the Commission of the European Communities, CEDEFOP has prepared and will coordinate the follow-up to a conference to be attended by representatives of the national coordination bodies responsible for the dissemination of the results and relevant information in the Member States.

In addition, preparations have been made for the work to be conducted in 1987 in other sectors: construction, agriculture/horticulture/forestry, electrotechnology, electronics and textiles/clothing.

**6. Community programme of study visits for vocational training specialists - Project 1.906**

In fulfilment of the Council Resolution concerning vocational training policies in the European Community in the 1980s (11 July 1983), and at the request of the Commission. CEDEFOP organized and conducted the second programme of study visits.

For budgetary reasons, it was not possible to realize the 176 grants provided for in the Work Programme. Nevertheless, 146 vocational training specialists benefitted from the programme; 33 group visits were organized.

The visits centred on two themes: "new technologies" and "youth employment".

A feature of the second programme was its extension to include vocational training specialists from Portugal and Spain. It was also possible to computerize the administration of the programme.

An evaluation report has been drawn up on the study visit.

**7. Forum for national vocational training research and development organizations - Project 1.406**

As provided for in the "Action Guidelines", the first meeting was held in May 1985, this being organized jointly with the Commission; the report on the meeting was published in three languages.



At the meeting held in September 1985, the results of which are presented in Flash No. 7, it was established that the Member States have four common areas of concern:

- the preparation of young people for working life;
- vocational training for the long-term unemployed;
- the specific difficulties experienced by women;
- the role of vocational training to meet the challenge of new technologies whether in the tertiary or manufacturing sectors.

This latter point is viewed in the context both of initial preparation of young people and the retraining of adults.

Other areas are under study, for example: the vocational guidance and motivation of young people, the evaluation of training programmes, the training of management in enterprises, possible applications of "expert systems" in training activities.

## **B. Priority areas of research**

### **1. Projects specifically related to the Mediterranean countries**

#### **1.1. Training experts from Greece, Portugal and Spain - Project 3.416**

Following the informatory meetings held in Greece, Spain and Portugal in 1985, the representatives of the governments, employers' associations and the employees

of these countries, together with researchers, attended a joint meeting at CEDEFOP early 1986. At this meeting, the delegates analyzed the general policies of the Community, the Work Programme of CEDEFOP and modalities for participation in the various research projects. They indicated their scale of priorities and interests. A report of the discussions is available in French and German, and Flash No. 2 was devoted to this meeting.

Technical support was given to the Commission concerning the development of vocational training centres in Greece.

1.2. Vocational training and its relationships with the local labour market in sectors in decline - Project 2.516

This project aims at defining, in the light of the restructuring programmes decided upon at national level, the role of vocational training in those sectors experiencing difficulty which are a common concern in the Mediterranean countries.

The project aims, amongst other things, to promote an exchange of experience amongst communities facing similar problems, special reference being given to successful development and training strategies.

The sector "textiles/clothing" in Spain, Greece and Portugal was chosen as the first field of work for 1986, being considered a priority by these three countries.

Three documentary dossiers on the development of the sector and the relevant training problems are already available in the original language.

1.3. Vocational training and voluntary (re-integration of young second-generation migrants - Project 4.506

The objective of this project is to promote the mobility of workers in the European Community by way of appropriate vocational training, taking into account the problems of the labour market, both in the host country and in the country of origin. In 1986, work focussed on Greece and the Federal Republic of Germany. Two contracts were concluded, one with a Greek institution, the other with a German institution, the two bodies having the same terms of reference. The study is available in German and Greece, the synthesis report in English. The study analyzes the situation of young Greeks, sons and daughters of Greek immigrants in the Federal Republic of Germany. Jobs common to the two countries have been defined and an initial description made of the modalities for the planning and realization of joint vocational training programmes.

At a meeting with Greek and German experts held in November, the sound basis for such bilateral activity was verified and the willingness of the authorities of the two countries to promote joint projects was confirmed.

Contacts have been established with the Spanish authorities and it is planned to extend the project to cover this country.

2. **Initial and continuing training of the unemployed and those threatened by unemployment**

2.1. Vocational training of young people (follow-up to previous work - Project 4.706)

The work on two guides for practitioners, commissioned

in 1985 has been completed and the texts are ready for printing:

- "Training for all - A guide to the planning of innovative training and employment projects for unemployed young people in the European Community"

- "Young people in transition: the local investment"

These guides will be widely distributed in the various languages of the Community. Their purpose is to encourage practitioners and decision-makers in the Member States to reconsider and possibly reshape their programmes.

A conference on "Vocational education and training and employment prospects of young people in the Community" was organized in close cooperation with the Commission of the European Communities. Stock was taken of all previous work of the Community concerning the vocational training of young people (c.f. CEDEFOP Flash No. 8).

CEDEFOP also participated in the organization and realization of a conference of the Council of Europe, the permanent Council of the local and regional authorities of Europe and the City of Saarbrücken, held in Saarbrücken and covering the subject of labour market policy and employment of young people (c.f. CEDEFOP Flash No. 3) and the conference of "Transition from school to working life", held in Berlin (c.f. CEDEFOP Flash No. 5).

2.2. Continuing education and training, in particular the social and vocational (re) integration of the long-term unemployed (young people and adults) - Project 4.106

A meeting, organized in cooperation with the Commission, was attended by representatives of various institutions and specialists in the field of "long-term unemployment in the Community". An effort was made to compare the current state of research with the programmes of the various institutions.

CEDEFOP also attended meetings organized by the Dublin Foundation in connection with its project "The living conditions of the long-term unemployed" in the course of which case studies conducted in various Member States were discussed. Preparations were made for a cooperation in the form of workshops for 1987.

CEDEFOP also played a significant role in the preparation and realization of two conferences:

- "Education/Training and the Labour Market" of SVO (Stichting voor Onderzoek van het Onderwijs) in Noordwijkerhout in the Netherlands, and
- the First European Congress on Continuing Education and Training (of the Berlin Senate, held in Berlin (West)).

The latter conference was the subject of CEDEFOP Flash No. 9.

2.3. Significant activities for the integration of disabled persons in various forms of employment - Project 3.506

In 1986, the Centre's work focussed on the rehabilitation of disabled people in and by forms of employment located between sheltered employment and work on

the open market. A study launched in all the Member States to obtain information on and analyses of successful experience in this field; a typology for future action is also expected to result from this survey. An interim report is available.

2.4. Equality of opportunities and vocational training: creation and management of SMEs by women - Project 4.606

In this area of the creation and management of small and medium enterprises by women, the objective of the Centre was to describe vocational training supply and demand, the latter often implicit, and to identify inadequacies and highlight the stronger points.

For this purpose a questionnaire survey was launched and a report was drawn up in and by each Member State. The first section of the questionnaire was addressed not only to training organizations, but also to counselling and financing bodies. The other section addressed women entrepreneurs whether still undergoing training or already working.

With this instrument and thanks to the cooperation of an institution from each country for the exploitation of the results, CEDEFOP now has at its disposal 12 reports with a comparable structure, the contents of which were presented and discussed at a meeting on 9 and 10 December 1986.

In 1987, it is intended to disseminate the results of this European survey in the form of a synthesis report, and to present and discuss the findings at a conference to be organized with the Commission. The latter will deal above all with the aspects of "support" and "financing".

**3. Development of qualifications, work organization and vocational training**

**3.1. Development of qualifications in the light of technological change - Project 3.206**

In 1986, CEDEFOP's work on this project concentrated on the question of the development of qualifications and the demands expected to be placed on the continuing education and training of skilled workers in the metal-processing industry, taking into account particularly the introduction of flexible manufacturing systems. The three case studies conducted at the request of the Commission and CEDEFOP (in Denmark, in the Federal Republic of Germany and in France) were successfully concluded and a comparative report has been drawn up.

The interim results of these studies have been compared with those of parallel studies carried out in Italy, Belgium and the United Kingdom, at a meeting held in Grenoble. The results were presented for discussion at a major symposium organized by the Commission and CEDEFOP with the support of the City of Turin (c.f. CEDEFOP Flash No. 6).

The final discussions of the project ("Technology, Employment and Work") were attended by CEDEFOP; concerning the discussion of the "factory of the future", emphasis was placed on technological developments, work organization and the development of qualifications. The first issue of the journal "Vocational Training" in 1987 will be devoted to this subject.

3.2. Training and new information technologies - Project 4.916

CEDEFOP's participation in the activities of the Commission in the field of new information technologies took a number of forms:

- Assistance in the development of a network of demonstration projects, named EuroTecnet, participation at coordination meetings, assistance in the translation and reproduction of documents and document summaries for the first meeting of the network on 24 and 25 June, production of Flash No. 4, in three languages, with a circulation of 1800 copies, presenting the results of this meeting;
- active participation in the planning, preparation and realization of the large conference on "People and Technology", organized in London in November; translation in five languages (English, French, German, Italian and Spanish) of the reports on research conducted by the Commission (Section B of document COM(85)167 final);
- presentation of the work of CEDEFOP at the exhibition accompanying this major conference: the CEDEFOP stand had many visitors and in the course of three days a considerable number of documents were distributed.

At the European conference held in Milan in May, which was organized by the Commission and the European Vocational Training Institute, on the subject of technological change, the problems of employment and training, CEDEFOP presented the results of its work and distributed its publications.



3.3. Methods and instruments for comparison, at Community level, of "demonstration projects" - Project 3.806

A comparative matrix has been developed. It takes the form of a "log-book" and is easy to use. It can be of service for the comparison of projects whether of a national or trans-national character.

The matrix was tested and translated into four languages. It was presented to the International Centre for Advanced Technical and Vocational Training of the International Labour Office in Turin on the occasion of a seminar for trainers coming from third countries. The matrix has been adapted for use for the CEDEFOP project "Distance training".

The training package addressed to experts responsible for the evaluation and analysis of vocational training projects in the different countries has been completed.

3.4. Office technology - Project 4.816

The study on the problems of vocational training linked with the introduction of new technologies in offices, initially conducted in France, Italy and the Federal Republic of Germany, was extended to include Spain and the United Kingdom. The results, discussed in Rome on 30 and 31 October 1986, show that the introduction of new technologies in offices and the corresponding deployment of qualifications, are dependent on manpower policy and training in general and the organization of work in particular. The key for long-term success is the participation of staff not only with regard to the use of equipment, but also in the establishment of training programmes.

On the occasion of the symposium organized by the Commission on the "Future financing of Europe", the results were presented at the working session devoted to the management of human resources in banks.

In 1987, a synthesis report will be published. At present, the national studies are available in the form of working documents.

**4. Utilization of new technologies in initial and continuing training - Project 3.306**

Activities concerned with distance training in 1986 were focussed on three areas:

- Promotion of opportunities for cooperation;
- The search for new forms of cooperation and exchange amongst organizations responsible for distance training led to the organization of three conferences, in Rome, Madrid and Lisbon, with experts from the Federal Republic of Germany, the United Kingdom and France. The conferences were attended by 500 specialists responsible for distance training;
- Documentation;
- The close cooperation with the responsible services of the Commission was evidenced by various coordination meetings and a significant exchange of information and documentation. In addition, in the course of the year, links were established with about 80 institutes specialized in distance training for the purpose of cooperating in the exchange of information.

- studies and assistance in research
- five national studies were launched on the subject "Distance training - small and medium enterprises and the crafts". These studies are to be seen as complementary to the work of the Commission on the project COMETT, and will be concluded in 1987. A number of public and private research and management institutes have requested and received information, advice and assistance for their activities in the field of distance training.

## **5. Training of teachers, trainers and development agents**

### **5.1. Training of trainers - Project 4.116**

For the development of vocational training, the training of trainers is of paramount importance. Ways and means of improving the quality of their work is a subject of constant concern.

At the request of the Commission, CEDEFOP prepared and submitted a working document (available in English, French and German) to the Advisory Committee on Vocational Training. From an analysis of reactions to this document, it was established that although the ideas and opinions are largely shared, there is no agreement as to action to be taken at Community level.

Special contacts were established in Spain and Portugal with the aim of organizing a national conference in each of these countries. As far as Greece is concerned, the report on the national conference held in November 1985 is now available with a summary in English.

The proposal to launch a study on the training of trainers in enterprises was discussed at a meeting in November. The report of this meeting is available in English and French. The methodology for such a study, to be undertaken early in 1987, will ensure the possibility of an exchange of information and experience among the different countries even at the stage of production of the national reports.

A report on the training of trainers in Denmark is available in English, French and German.

5.2. Vocational training in small and medium enterprises - Project 4.206

1986 was marked by the recent communication of the Commission to the Council concerning an action programme for SMEs (COM (86)-445 Final) and by the new programme of activities of the Commission.

The Centre contributed to the production of a discussion paper on the "development of continuing training in SMEs", presented to the Advisory Committee on Vocational Training. CEDEFOP also contributed to the development of an exchange of information and experience amongst the demonstration projects involving SMEs.

A meeting of experts on the training of owners and managers of SMEs was held in Brussels and was attended by the Commission. Interest in the development of a practical manual serving as a reference framework for the training of management in the Member States of the Community was confirmed.

The report on the concept of a network for the exchange of information and experience on the development of vocational training in SMEs is available in English, French, Italian and Spanish.

5.3. Training of development agents

Two studies have been carried out on this subject, one in Greece and the other in Spain.

6. **Vocational training and regional and local development.**

Vocational training as a factor of regional development - Project 4.616

The Community bodies responsible for regional policy are devoting more and more attention to the link between employment and training within the development programmes they encourage and support financially.

In order to throw more light on the complex issue and to procure more information on successful activities, CEDEFOP is engaged in a study of the different regional situations and the promotion of an exchange of information amongst these regions. The second line of action in this field was launched at a meeting held in November 1985. At that meeting, a matrix for a regional analysis was developed by experts from all the Member States (excluding Luxembourg). This second area of activity concerns those regions faced with the problem of economic restructuring and diversification, for example, Lorraine in France, the Saar in the Federal Republic of Germany and the Province of Limburg in Belgium.

Using the matrix developed and translated in 1985, the experts were able in 1986 to conduct a study of a region in each of their countries. Their reports, available in the original language and in English or French, have been summarized in a working document drawn up in French and soon available in all the languages. This document will serve as a basis for an exchange of information and discussions at the second inter-regional forum scheduled to be held in Seville on 25, 26 and 27 May. A number of problems common to all the regions are dealt with in this text, in particular, inter-institutional coordination, the relationship between training and enterprises, the difficulties experienced by those with poor qualifications, the need for a revision of vocational training provision and the corresponding training of trainers.

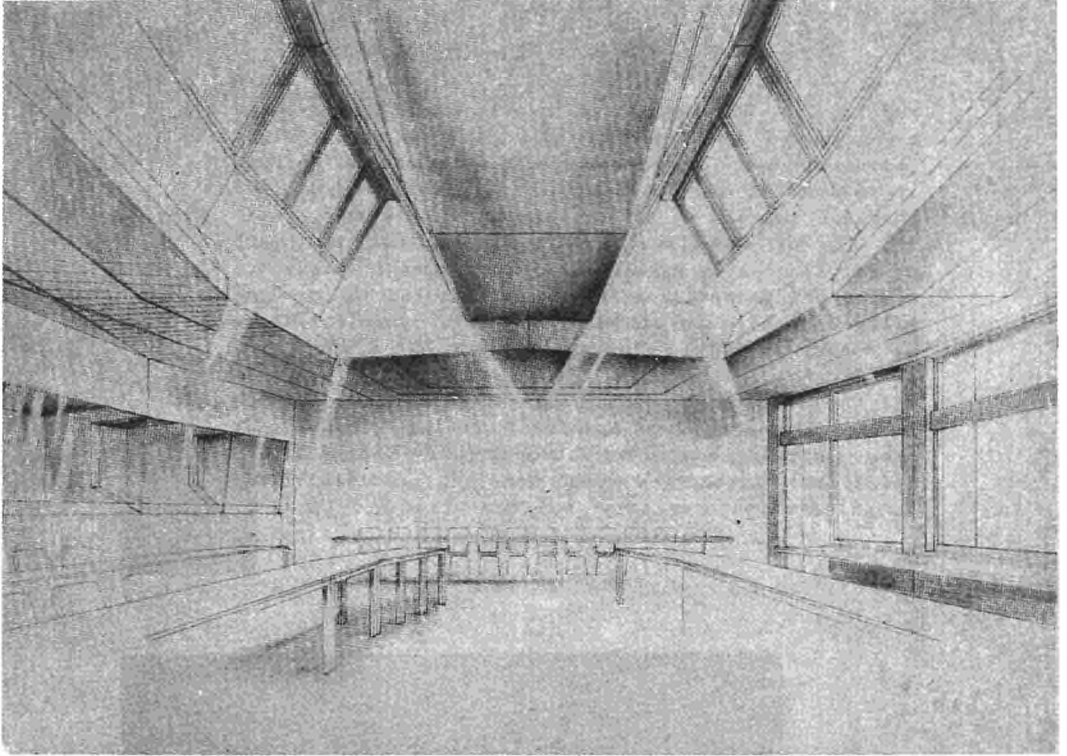
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# Synopsis



CEDEFOP's new conference room, capacity for 100 participants and equipped for simultaneous interpretation from and into 9 languages (72 language pairs)  
Construction began in Autumn 1986



1. Meetings held by the Centre

Project No	Responsible for project	Title - Location - Date	Number of participants
1006	B.Linshöft-Stiller	Terminology seminar for vocational training Experts - 19/20.6.86	25
1106	J.M.Adams	Meeting of the Belgian documentary network in Brussels - 29.4.86	40
		Information meeting on the activities of CEDEFOP in general and the information and documentation service in particular - Lisbon - 10.7.86	50
		Documentary service and network in Greece: presentation of the feasibility study - Athens - 17.7.86	40
		Annual meeting of the documentary network - Berlin - 18/19.9.86	25
1236	B.Sellin	The role of the social partners in vocational training - Berlin 13.6.86 and 31.10.86	10
1246	B.Sellin	Comparability of training qualifications - meeting of national coordinators - Brussels - 7.10.86	15
		Group of experts "Hotel-Catering" - Berlin - 23/24.10.86	25
		Group of experts "Car repairs" - Berlin - 11/12.12.86	25
1406	W.McDerment	Forum for national research institutions - Berlin - 11/12.9.86	30

1. Meetings held by the Centre (continued)

Project No	Responsible for project	Title - Location - Date	Number of participants
1906	D.Guerra	Community programme of study visits for vocational training specialists - Berlin - 20.3.86	30
		Idem - 26.6.86	30
3206	G.Dupont	Conference on new manufacturing systems - Turin - 2/3.7.86	200
3306	D.Guerra Wollschläger N.	Meeting organized jointly by the Commission (DGV) and CEDEFOP on distance training - Brussels - 29.1.86	20
	D.Guerra	Aspects and perspectives of distance training in Europe - Rome 3.10.86	120
		Distance training - Madrid - 17.10.86	260
		Distance training - Lisbon - 20.10.86	140
	D.Guerra Wollschläger N.	Distance training - Berlin - 11/12.11.86	15
	D.Guerra	Distance training supply and demand for owners and managers of SMEs and the crafts - Berlin - 11.12.86 11.12.86	20
3416	T.Bertzeletou W.McDerment	Meetings of those responsible for vocational training: Greece, Spain, Portugal - Berlin - 9/10.4.86	40

1. Meetings held by the Centre (continued)

Project No	Responsible for project	Title - Location - Date	Number of participants
3506	T.Bertzele-tou	Meeting "Euramis" organized by the COFACE Committee for young disabled persons and CEDEFOP - Berlin - 24.6.86	20
4106	B.Sellin	Meeting on the long-term unemployed in the Community - Brussels - 7.5.86	25
		Working group of the Dublin Foundation on the long-term unemployed - Dublin - 26.10.86	10
4116	M.Adams Wollschlä- ger N.	Training of trainers in enterprises for young people - Berlin - 10/11.11.86	15
4506	T.Bertzele-tou	Meeting to discuss means of promoting and implementing training projects for young second generation Greek migrants in the Federal Republic of Germany - Berlin - 3.11.86	35
4606	M.Pierret	Equality of opportunities and vocational training: creation of enterprises by women - Berlin - 9/10.12.86	20
4616	M.Pierret	Regional development and vocational training - Berlin - 24/25.9.86	20
4706	B.Sellin M.Adams	Conference on training and employment prospects for young people in the Community - Berlin - 22/23.9.86	35
4816	M.Pierret	Office technology - Rome - 30/31.10.86	20

## 2. Participation in activities linked with the Work Programme

### 2.1. Participation in Community activities

In fulfilment of its task to provide scientific and technical research to the Commission, and in particular its contribution to the implementation of the Resolutions of the Council of the European Communities, already referred to in the introduction, CEDEFOP made a special contribution over and beyond its own Work Programme:

- In the field of terminology, within the inter-institutional group for terminology and documentation (GIIT),
- In the statistical field, concerning education and vocational training issues,
- To the network EuroTecnet, and its programme on new technologies, in particular concerning the conference "People and Technology" (London, 25/26.11.86), to the conference of the European Foundation for the Improvement of Living and Working Conditions, "Improvement through new technology" (Dublin, 3-5.12.86),
- To the projects COMETT, DELTA and SATURN,
- To activities linked with the subject "Distance training", in particular for marginal groups and for the managers of small and medium enterprises,
- To the follow-up to Regulation 815/86 of the Council concerning exceptional financial support to Greece in the social field,
- To the HANDYNET network (database covering the problems of disabled people) and to the working group "New technologies and the disabled" organized by the Netherlands (Hoensbroek, 11-13.6.86),
- To the activities on new production systems (Brussels, 8-9.12.86) and on the European financing services (Brussels, 5-7.11.86),
- To the seminar of the youth forum on vocational training (Berlin, 11.3.86),
- To the network "Training, women and new technologies" (Brussels, 6.2.86), to the programme "Development agents" (Brussels, 4.3.86) and that on "Equality in training" (Brussels, 21.10.86),

- To the meeting on the development of education and training measures for young people, organized by the Commission and IFAPLAN (Comberland Lodge, 26-28.2.86)
- To the seminar on the period of transition between education and working life (Brussels, 2-3.10.86),
- To the European Congress on Continuing Education and training, organized by the Commission, the Senate of Berlin and CEDEFOP (Berlin, 9-10.10.86)

The Centre also contributed to the drafting of the chapter "vocational training" of the "report on social developments" which the Commission presents to the other Community institutions each year.

## 2.2. Participation in activities of international, European and national organizations

Apart from the institutional relationships with the Community bodies, CEDEFOP has developed its contacts and has contributed to various conferences and other events:

- Conference of the "Deutsches Jugendinstitut" entitled "Integrationsforschung und Ausländerarbeit - Bilanz und Perspektiven" (Munich, 15-17.4.86),
- Meeting of the working group "vocational training" of the European Federation of Metalworkers in the Community (Berlin, 4-5.11.86),
- Panel discussion "Perspektiven für Europa - Kulturelle Vielfalt in der ökonomischen Entwicklung" (Berlin, 11.2.86),
- University Congress '86 "Berufliche Bildung" (Essen, 1-4.10.86),
- Working group for European Integration, "Telekommunikation - Herausforderungen für Europa" (Feldkirchen-Westerham, 11-13.9.86),
- Conference of the European Satellite Users' Association together with the European Space Agency and the European Institute for the Media (Paris, 28-30.10.86),
- Meeting of the International Labour Office on the launching of pilot projects in the "emigration regions" in the Mediterranean countries with the aim of integrating young, second generation migrants, Geneva 17-18.3.86),

- Seminar on "New technologies, new forms of vocational training" organized by CISAP (Berne, 20.11.86),
- Seminar organized by ISFOL on "Information technology, teachware, distance training" (Rome, 17.7.86),
- Annual meeting of CEPFAR, study visit programme, perspectives for cooperation in the field of vocational training in the agricultural sector (Brussels, 10.6.86),
- "Jornada de regidores de juventud - programa IVa" organized by the Servicio de Juventud de la Diputacion de Barcelona, (Barcelona, 8.11.86),
- National conference "Cooperation and partnerships" on the transition of young people from school to working life (Limerick, 17-19.11.86),
- "Jugend und Arbeit in der EG", study group organized by the University of Heidelberg (Heidelberg, 10.2.86),
- SVO-Symposium on education and training and their links with the labour market (Noordwijkerhout, 28-29.4.86),
- Conference "Berufsbildung im internationalen Vergleich" (Bergneustadt, 21.5.86),
- Conference organized by the Council of Europe and the City of Saarbrücken on labour market policy and young people in Europe (Saarbrücken, 2-3.6.86),
- National Portuguese seminar on vocational training and its links with the labour market (Lisbon, 4.7.86),
- Seminar of the Welfare Association of the Land of Hessen "Perspektiven der Ausbildung und Beschäftigung in der Jugendhilfe" (Wabern, 18.9.86),
- Conference of the "Stichting Vakopleiding Bouwbedrijf" on vocational training in the construction sector (Utrecht, 25-26.9.86),
- Seminar of the European Academy on training in the European Community (Berlin, 27.9.86),
- Working group of the European Association of Union of the Metal Industry on vocational training (Essen, 4.11.86),

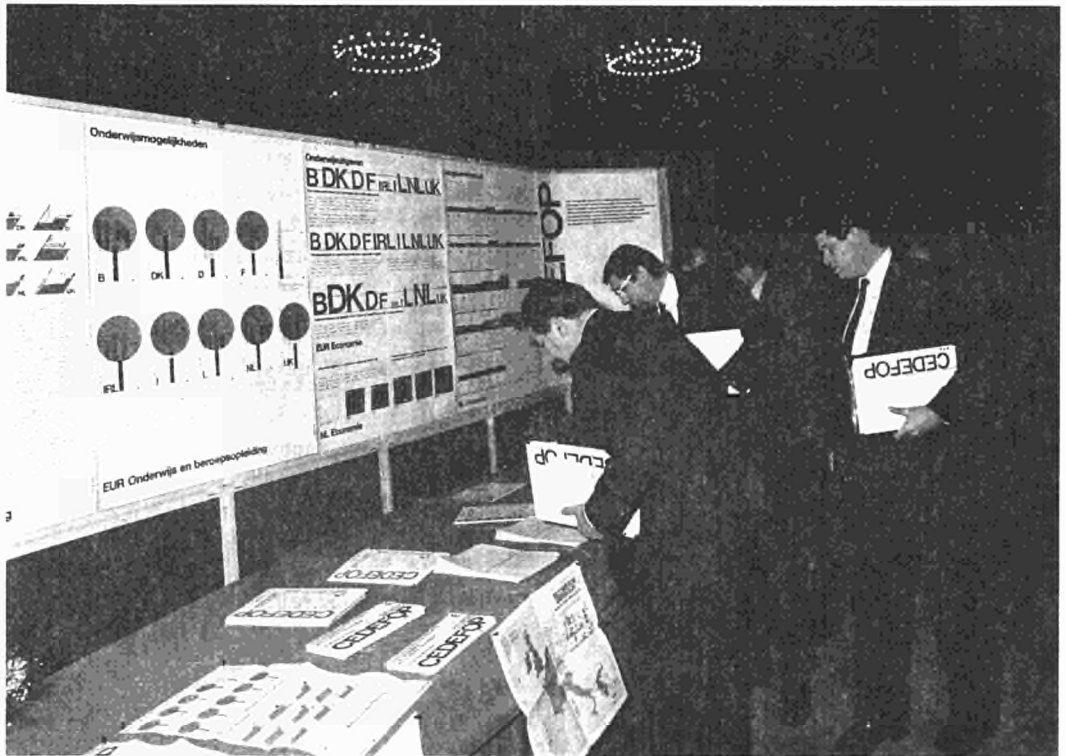
- Study groups organized by the "Ministry for Economic Affairs of the Saarland" concerning the development of the regions of the Saar, Lorraine, the Grand Duchy of Luxembourg and the south of the Luxembourg Province of Belgium (Saarbrücken, 7-8.11.86),
- Conference on "Zukunft der Arbeit, Deutscher Gewerkschaftsbund" (Mainz, 15-16.11.86),
- "BBJ-Consult Beiratssitzung" (Berlin, 5.12.86),
- Seminar of IAEVG (International Association of Educational and Vocational Guidance) on transition from school to working life (Berlin, 12.6.86),
- National conference on transition from school to working life organized by the Commission, IFAPLAN and the Portuguese ministries for education and labour, (Lisbon, 3-5.12.86),
- National conference on the training of trainers organized by the Fundación Largo Caballero (Madrid, 9-10.12.86),
- OECD conference on "University, Local Authorities, Economic and Social Development" (Granada, 21-23.5.86),
- Seminar organized by ISFOL on "Training for a new entrepreneurial spirit" (Rome, 24-25.6.86),
- "European Conference on Women, Natural Sciences and Technology" (Elsinore, 15-19.11.86).

### 2.3. Organization of exhibitions

On the occasion of major conferences, often at the request of the organizers, CEDEFOP presented its documents at:

- The OECD seminar on training for new technologies (Berlin, 12-14.3.86),
- The meeting of those responsible for vocational training in Greece, Spain and Portugal (Berlin, 9-10.4.86),
- The SVO Symposium on education and training and their links with the labour market (Noordwijkherhout, 28-29.4.86),
- The conference held on the occasion of the tenth anniversary of the Resolution concerning cooperation within the European Community in the field of vocational training (Scheveningen, 16.5.86),

- The forum for national vocational training research and development institutions (Berlin, 11-12.9.86),
- The University Congress '86 "Berufliche Bildung", (Essen, 1-4.10.86),
- The First European Congress on Continuing Education and Training (Berlin, 9-10.10.86),
- The second forum of the "comités d'entreprise" (Paris, 14-17.10.86),
- The conference "People and Technology" (London, 24-26.11.86).



CEDEFOP display at an international exhibition



### 3. Human and financial resources

As this section refers to both human and financial resources, it is expedient to quote a number of figures for the period 1982-1986:

#### 3.1. Staff

No. of staff posts provided for in the budget (1)	1982	1983	1984	1985	1986
	45	45	45	46	54

No. of staff occupying posts in December 1986 by categories	A staff (2)	B staff	C staff	local staff	Total
	19	8	16	1	44(3)

#### 3.2. Budget appropriations

	1982	1983	1984	1985 (4)	1986
Total in ECU	4 006 000	4 210 000	4 560 000	4 910 000	7 388 000 (5)
increase in %	7.23	5.09	8.31	7.68	50.47

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- (1) including local staff
  - (2) including two members of the directorate and six translators
  - (3) as a result of the dispute between the Council and the European Parliament on the 1986 budget, the recruitments, particularly relating to the extension of the EC were delayed (five posts having been allocated)
  - (4) subject to the one-twelfth ruling
  - (5) including 1 661 000 ECU for the fitting out of the new premises the construction of a new conference room

3.3. Total expenditure

Year	Total in ECU	Increase in %
1982	3 864 243.10	13.89
1983	3 870 992.72	0.17
1984	4 210 171.74	8.76
1985	4 698 257.02	11.59
1986	7.332.796,10	56.07

3.4. Operational activities

	1982	1983	1984	1985 (1)	1986
Rate of utilization of appropriations under the chapter "Operating Expenditure" in %	99.46	95.92	97.36	97.91	99.71

(1) one-twelfth ruling

### 3.5. Language service

In 1986, the Centre had to cater for the accession of Spain and Portugal to the Community. This led to a considerable increase in the number of pages to be translated. It was necessary to restructure the network of free-lance translators to work in the 9 languages, i.e. 72 language pairs.

Following the request of the Management Board, a considerable effort was made to ensure a "balance" amongst the various languages.

The work of the language service comprised:

Translations	1982	1983	1984 (1)	1985	1986
N. of pages	13,786	16,690	8,445	15,090	20,450
increase in %	+60.06	+21.06	---	+78.69	+ 35.52

The accession of Spain and Portugal to the European Communities resulted in an increase in the number of Community conference languages from 7 to 9. Whilst awaiting the completion of the new conference room and the necessary technical equipment in 1987, CEDEFOP was obliged to organize the meetings which by statute are required to be held in nine languages, in external conference centres such as the Reichstag in Berlin and the conference centre of the Commission of the European Communities in Brussels. The number of

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(1) Up to 1983 the number of pages requested for translation; as from 1984, the number of pages translated.

language permutations in which interpretation is necessary rose from 42 to 72 resulting in an increase in the number of interpreters required and a rise in the amount of work for the contracting procedures. This also applies to smaller meetings, with interpretation in fewer languages, for which the teams of interpreters are organized in such a way as to ensure that each participant is able to express himself in his mother tongue.

The interpretation service catered for 41 meetings with a total number of 70 days, that is, 530 interpreter days.



Interpreters at an international CEDEFOP conference

No.	Title	Responsible	Principal activities	Products WD <sup>1</sup> /PP <sup>2</sup> /P <sup>3</sup> )
1006	Vocational training terminology	B.Linshöft-Stiller	Three meetings of the inter-institutional terminology Committee GT/6/GIIT  A seminar: terminology work	PP Dossier "Basic vocational training concepts"  PP Manual for the analysis of contents for the production of abstracts of multilingual documents  PP Bibliography of dictionaries/glossaries
1106	Documentation and library service	J.M.Adams	Extension of the network to cover the three countries joining the Community most recently  Progress concerning computerization	P Thesaurus (EN/FR/DE/IT)  P Bibliography on vocational training in B (FR, NL)  P Bibliographies on the financing of vocational training: D, DK, F, I, IRL, and UK
1206	Information visits to CEDEFOP	G. Chomé	Increase in the number of visits, improvement of organization and follow-up	
1216	National monographs describing training systems	G. Dupont	Translation and distribution of existing monographs  Production of the monographs on Spain and Portugal	P Monographs on the Spanish system (ES,FR) - Portuguese system (PT,FR)- German system (IT) P 10 monographs (translations) PP 10 monographs (translations)
1226	Financing of vocational training	G. Dupont	Various preparatory work for the awarding of contracts	WD Financing of continuing education and training
1236	Role of the social partners in initial and continuing training	B. Sellin	Interim reports (7 countries). 2 complementary studies (social partners)	WD 7 interim reports WD 2 complementary studies (DE, FR)

1) WD : Working document, for discussion, limited distribution

2) PP : Final document as regards the content, in the process of publication, for wide distribution

3) P : Published document, in the course of distribution

NB: for the publications in different languages, refer to annex 4

4. Table of projects (continued)

No.	Title	Responsible	Principal activities	Products WD, PP, P
1246	Comparability of vocational training qualifications	B. Sellin	<p>Translation of 5 technical dossiers produced previously</p> <p>Meeting of national correspondents</p> <p>Meeting of experts for the sector HORECA and the car repair sector</p>	WD Description of qualifications for the sector HORECA
1306	"Vocational Training"	G. Dupont	<p>Realization of 3 issues in 9 languages (supplementary languages: ES, GR, PT)</p> <p>"Information sources", in cooperation with the members of the documentary network</p> <p>Sales promotion activities in the Netherlands and in the 3 new Member States</p> <p>Increase of 33 % in the number of subscribers</p>	<p>P 1/1986 "A new impulse for vocational training in Europe - Spain, Greece and Portugal"</p> <p>P 2/1986 "Regional concepts of vocational training. A challenge?"</p> <p>PP 3/1986 "Continuing training and labour market policy"</p>
1326	Production, distribution and promotion of publications	B. Mählmann	<p>Technical production (concept and realization of the layout, composition and printing) of the CEDEFOP publications, mainly in cooperation with the Office for Official Publications of the European Communities, Luxembourg</p> <p>Administration of the CEDEFOP address lists for 1986: approx. 23 500 entries</p> <p>Despatch/distribution:</p> <ul style="list-style-type: none"> <li>- large-scale despatch in cooperation with the PO, Luxembourg;</li> <li>- despatch by the Centre of: <ul style="list-style-type: none"> <li>• "CEDEFOP Flash" ± 1 600 addressees</li> <li>• "CEDEFOP Press" ± 3 000 addressees</li> <li>• free publications ± 4 000 requests in 1986</li> </ul> </li> </ul>	<p>P 68 non-periodical publications</p> <p>62 "CEDEFOP documents" in several languages (up to 9)(cf.annexe 4)</p> <p>P approx. 300 000 short information sheets and publications lists on "new publications" and "available publications"</p>

No.	Title	Responsible	Principal activities	Products WD, PP, P
1326 (cont.)			<p>Sale/distribution of publications through the sales offices of the EC in Europe and overseas. Printing and distribution of ± 300 000 information brochures.</p> <p>Sales promotion campaign via:</p> <ul style="list-style-type: none"> <li>a) the CEDEFOP address lists and,</li> <li>b) the mailing campaigns and selected journals in Spain, Greece and Portugal,</li> </ul> <p>Concept and realization of an exhibition plan; presentation of CEDEFOP</p> <ul style="list-style-type: none"> <li>a) at conferences in the Federal Republic of Germany (Berlin, Essen), in France (Paris) in the Netherlands (the Hague and Scheveningen) and the United Kingdom (London) and</li> <li>b) by the PD, Luxembourg at international book fairs (Brussels, Paris, London, Barcelona, and Frankfurt/Main).</li> </ul> <p>Increase in revenue from the sale of publications: increase of 8% as compared with 1985.</p>	
1406	Forum for national vocational training research and development institutes	W. McDerment	Organization of the annual meeting with discussion of 4 reports of the Commission on new technologies	<p>P Flash No.7</p> <p>PP Forum report (EN, FR, DE, IT, ES)</p>
1806	CEDEFOP News	N. Wollschläger	Production of four issues	<p>P 1, 2, 3/86</p> <p>PP 4/86</p>
1816	Audiovisual information media	N. Wollschläger	<p>5 new productions</p> <p>Preparation of 2 films (France and Luxembourg)</p> <p>Production of a general introduction</p> <p>Lending out of available films</p>	<p>PP Films on F and L</p> <p>PP Accompanying material</p> <p>PP Dubbing of 3 films (B, NL, IRL)</p> <p>P Evaluation report</p>

No.	Title	Responsible	Principal activities	Products WD, PP, P
1906	Community study visit programme for vocational training specialists	D. Guerra	Extending the programme to cover Spain and Portugal Two meetings with those responsible at national level Computerization of the programme	P Evaluation report (1985) WD Reports of the participants(1986)
1916	CEDEFOP Flash	Directorate	Production - Printing - Distribution Administration of the address list	P A total of 10 issues in 3 or 4 languages Subject: cf. annexe 4
2516	Links between vocational training and the local labour market (industries in decline in the Mediterranean countries)	T. Bertzeletou	Preparation of the dossiers relating to the sector "Textiles/Clothing"	PP Dossier on Spain (ES) PP Dossier on Portugal (PT)
3206	Qualification development and technological advance	G. Dupont	The results of the study were verified at the Turin forum in June 1986 attended by experts and researchers from all the countries	P Flash No. 6 WD Final report
3306	Distance education and training	D. Guerra	Three conferences in Rome, Madrid, Lisbon were realized with the support of the national bodies within the framework of specific activities for the Mediterranean countries Preparation of 5 study contracts on distance training and SMEs	P 3 national reports WD an interim document on the studies



## 4. Table of projects (continued)

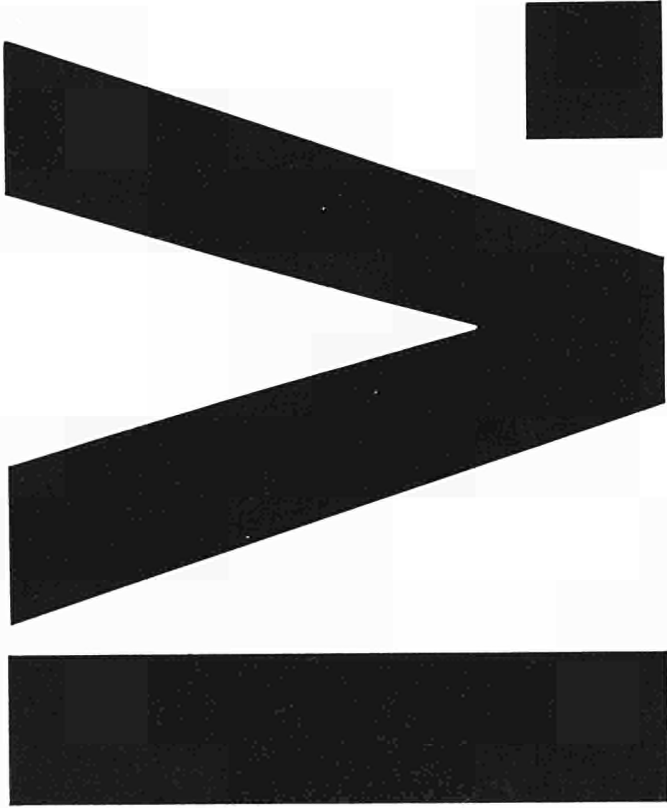
No.	Title	Responsible	Principal activities	Products WD, PP, P
3416	Working meetings with training experts from Greece, Portugal and Spain	I. Bertzeletou W. McDerment	On the basis of meetings and contacts established in Greece, Spain and Portugal, the representatives of the governments, employers and employees, together with researchers, analyzed the Work Programme of CEDEFOP in the light of the priority interests of the countries concerned. Technical support to the Commission on the project of the development of new vocational training centres in Greece, Spain and Portugal continued.	P Flash No. 2.
3506	Significant measures to promote the integration of disabled persons into various work opportunities	I. Bertzeletou	Study designed to analyze successful activities in the 12 Member States, and the constitution of a typology for action at national and local levels.	WD Interim report (DE)
3806	Methods and instruments of comparison at Community level for the evaluation of the demonstration projects	N. Wollschläger	Training package Matrix for comparative analysis (5 languages) Trial application of the matrix	P Matrix (FR, DE, EN, IT) PP Vocational training package (FR)
4106	Continuing training and the social and occupational (re-) integration of the long-term unemployed (young people and adults)	B. Sellin	Meeting of the representatives of the EC and national experts Meetings with the Dublin Foundation Conference at Noordwijkerhout and Berlin	WD Report on the 2 conferences P Flash No.9

4. Table of projects (continued)

No.	Title	Responsible	Principal activities	Products WD, PP, P
4116	Training of trainers	J.M. Adams	Production of a document, submission to the members of the Advisory Committee, analysis of the replies Contract with Spain and Portugal working group on training of trainers of young people in enterprises: development of a research model and terms of reference	WD CEDEFOP document in several languages
4206	Small and medium enterprises (including cooperatives)	G. Dupont	A meeting of experts with the participation of DGV and the Task Force, held in Brussels on 2 October to define the lines of a strategy for the development of training in SMEs	WD Report on training provision for owners and managers of SMEs WD Report on the concept of an exchange network for the development of vocational training in SMEs (FR, IT, ES, EN)
4506	Migrants: vocational training and the voluntary (re-) integration of second-generation migrants (16-20 years)	T. Bertzeletou	Feasibility study (Federal Republic of Germany and Greece) Meeting for the launching of specific activities	P Study (DE, GR) P. Flash No.10
4606	Equality of opportunity and vocational training: training for the establishment and management of a business	M. Pierret	Survey in the 12 Member States	WD 12 National reports
4616	Vocational training as a factor of regional development	M. Pierret	Production of 12 regional reports and a synthesis	WD 12 regional reports DT 1 synthesis

No.	Title	Responsible	Principal activities	Products WD, PP, P
4706	Vocational training of young people	B. Sellin	Production of 2 manuals for practitioners (follow-up to projects 3.105 and 3.705) European conference with IAEVG, with the Council of Europe, and conference on youth	PP Manual (7 languages) PP Manual (4 languages)
4816	Office technology; vocational training problems resulting from the introduction of the new technologies in offices	M. Pierret	Exploitation of the preceding work and the results obtained in Spain and the United Kingdom (seminar in Rome)	WD 3 national reports in 3 languages
4916	Vocational training and new information technologies	W. McDerment	Support to the Commission for the establishment of the network of demonstration projects and contribution to different meetings of the national policy coordinators Participation in the conference held in Brussels on 24 and 25 June, and technical assistance to the Commission Contribution to the conference in Milan organized in cooperation with the Commission and the European Institute for Vocational Training Participation in the conference in London.	P Flash No.4 WD Revised report on the research of the Commission concerning new technologies





**Annexes**



The CEDEFOP Management Board in conference

1. List of members of the Management Board

I. Government representatives:

Belgium:

M. Alphonse Verlinden  
Directeur Général à l'Administration de l'emploi  
Ministère de l'Emploi et du Travail  
53, rue Belliard  
1000 Bruxelles

Denmark:

Fru Birgit Bududu  
Undervisningsministeriet  
Direktoratet for Erhvervsuddannelserne  
Højbro Plads 4  
1200 København

Federal Republic of Germany:

Herr Ministerialdirigent  
Dr. Alfred Hardenacke  
Bundesministerium für Bildung und Wissenschaft  
Stresemannstraße 2  
5300 Bonn 2

Greece:

M. Georgios Iakovidis  
Organisme pour l'Emploi de la Main-d'oeuvre  
Thrakis 8 - Trachones  
Athènes

Spain:

M. Pedro Montero Lebrero\*  
Director general del Instituto Nacional del Empleo  
Ministerio de Trabajo y de Seguridad Social  
Calle Condesa de Venadito 9  
Madrid 27

France :

M. André Ramoff  
Délégué à la Formation professionnelle  
Service du Premier Ministre  
55, rue Saint Dominique  
75007 Paris

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\* Nomination not yet official

Ireland

Dr. Arthur O'Reilly  
Director  
AnCO - The Industrial Training Authority  
27-33, Upper Baggot Street  
Dublin 4

Italy:

Dott. Giuseppe Cacopardi  
Direttore Generale Orientamento e Addestramento  
Professionale  
Ministero del Lavoro e degli Affari Sociali  
Via Castelfidardo 43  
00100 Roma

Luxembourg :

M. Norbert Hauptert  
Profesaeur-Attaché au  
Ministère de l'Education et de la Jeunesse  
6, Boulevard Royal  
Luxembourg

Netherlands:

De heer A.H. Koelink  
Ministerie van Onderwijs en Wetenschappen  
Europaweg 4 - Postbus 25 000  
2700 LZ Zoetermeer

Portugal :

M. Arthur Pereira Da Mota  
Presidente da  
Comissão Interministerial para o Emprego  
Av. da Republica, 62 - 8 Dto  
1000 Lisboa

United Kingdom:

Mr. J.K. Fuller  
Head of Quality & Standards Branch  
Manpower Services Commission  
Moorfoot  
Sheffield S1 4PQ



II. Representatives of the employers' organizations

Belgium:

M. Alfons de Vadder  
Directeur Général de la  
Fédération Belge des Entreprises de Distribution  
(FEDIS)  
60, rue St. Bernard  
1060 Bruxelles

Denmark:

Fru Margit Hurup Grove  
Dansk Arbejdsgiverforening  
Vester Voldgade 113  
1552 København

Federal Republic of Germany:

Herr Helmut Brumhard  
Geschäftsführer des Kuratoriums der  
Deutschen Wirtschaft für Berufsbildung  
Buschstraße 83  
5300 Bonn 1

Greece:

M. E. Boumis  
Titan Cement  
Dragatsaniou 8  
Athènes 122

Spain:

Sr. Julio Sanchez Fierro\*  
Confederacion Española de Organizaciones  
Empresariales (CEOE)  
Calle Diego de León 50  
28006 Madrid

France :

M. Jean Lafosse-Marin  
Chef du Service Enseignement-Formation  
Conseil National du Patronat Français  
31, avenue Pierre Ier de Serbie  
75116 Paris

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\* Nomination not yet official

Ireland:

Mr. Anthony Brown  
Hospitals Joint Services Board  
130 Bettyglen  
Raheny  
Dublin 5

Italy:

Dott. Vincenzo Romano  
Rappresentante Centro Europeo  
Imprese Pubbliche  
Rappresentanza ENEL presso la CE  
20, rue Belliard  
1040 Bruxelles

Luxembourg :

M. Eugène Müller  
Directeur de la Chambre des Métiers  
41, rue Glesener  
Luxembourg

Netherlands:

De heer Johan F. de Leeuw  
Nederlandse Christelijke Boeren- en Tuinders-  
verbond (C.B.T.B.)  
Postbus 18510  
2502 EM 's Gravenhage

Portugal :

United Kingdom:

Mr. Tony Jackson  
Thompson & Jackson Ltd  
St. Anne's Place  
Moor Lane  
Lancaster

III. Representatives of the employees' organizations

Belgium:

Mme Anne Françoise Theunissen  
Confédération des Syndicats Chrétiens de Belgique  
121, rue de la Loi  
1040 Bruxelles

Denmark:

Hr. Christian Aagaard Hansen  
Landsorganisationen i Danmark (LO)  
Rosenørns Alle 12  
1970 København 5

Federal Republic of Germany:

Herr Felix Kempf  
Deutscher Gewerkschaftsbund (DGB)  
Hans-Böckler-Straße 39  
4000 Düsseldorf 1

Greece:

M. Giorgios Dassis  
Confédération Générale du Travail de Grèce  
Responsable du Bureau de Bruxelles  
50, avenue de Cortenberg  
1040 Bruxelles

Spain:

Sr. Joaé Manzanares\*  
Secretario de Formación Confederal  
Union General de Trabajadores (UGT)  
Calle San Bernardí 20 - 5  
28015 Madrid

France :

M. Michel Tissier  
Confédération française démocratique du travail  
(CFDT)  
4, boulevard de la Villette  
75019 Paris

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\* Nomination not yet official

Ireland:

Mr. T. McGrath  
Irish Congress of Trade Unions  
19, Raglan Road  
Dublin 4

Italy:

Dott. Carmelo Cedrone  
23, via Pupinia  
00133 Roma

Luxembourg :

M. Jean Regenwetter  
Chambre de Travail  
18, rue Auguste Lumière  
Luxembourg

Netherlands:

De heer G.A. Cremers  
Christelijk Nationaal Vakverbond (CNV)  
Postbus 2475  
3500 GL Utrecht

Portugal :

Sr. Joao Antonio Gomes Proença  
Uniao Geral de Trabalhadores  
Rua Augusta 280 - 2/3  
1100 Lisboa

United Kingdom:

Mr. Fred Jarvis  
General Secretary  
Hamilton House  
Mabledon Place  
London WC1H 9BD

IV. Representatives of the Commission of the European Communities

M. Jean Degimbe  
Director General  
Employment, Social Affairs and Education  
DG V, 05/8  
Commission of the European Communities  
200, rue de la Loi  
1049 Bruxelles

Mr. H.C. Jonea  
Director  
DG V - C  
Commission of the European Communities  
200, rue de la Loi  
1049 Bruxelles

M. Luciano Baroncelli  
DG V/C/1  
Commission of the European Communities  
200, rue de la Loi  
1049 Bruxelles

V. Observers

M. Ph. Meyer  
UNICE  
6, rue de Loxum  
1000 Bruxelles

Herr Fritz Rath  
European Trade Union Confederation  
37, rue Montagne aux Herbes Potagères  
1000 Bruxelles

2. List of staff

As of 31 December 1986, the Centre had a staff of 44 (43 in the list of posts and one local staff).

DIRECTORATE:

2 A posts : Ernst PIEHL, Director  
Corrado POLITI, Deputy Director  
1 C post : Doris HERRMANN

STUDIES AND PERIODICALS:

8 A posts : Michael ADAMS (2)  
Tina BERZELETOU  
Gesa CHOME  
Georges DUPONT  
Duccio GUERRA  
William McDERMENT  
Maria PIERRET  
Burkart SELLIN  
Norbert WOLLSCHLÄGER

2 B posts : Marie-Françoise CHATELAIN  
Catherine PRESLE

6 C posts : Gundula BOCK  
Kirsten BRUUN-SCHMIDT (1)  
Chantal CAMBRELIN  
Monique CLAES  
Barbara de SOUZA (1)  
Teresa HENRIQUES

PUBLICATIONS :

1 A post : Bernd MÜHLMANN  
1 B post : Marieke ZWANINK  
1 C post : Nicole WEYLAND (1)

INFORMATION AND DOCUMENTATION:

1 A post : Michael ADAMS  
2 B posts : Alison CLARK  
Martina NI CHEALLAIGH  
1 C post : Gabriella TRICHES (1)

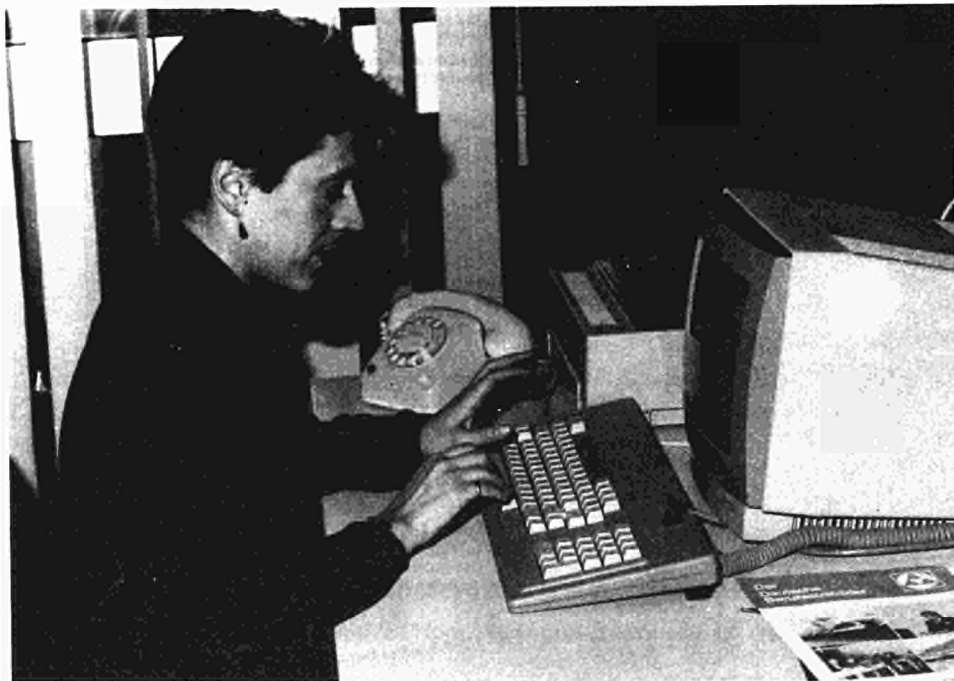
(1) Employed part-time in the Translation Service  
(2) Employed part-time in the Documentation Service

LANGUAGE SERVICE:

6 A posts : Giancarlo CARONELLO  
Francis Alan CLARKE  
Agnes HEUER  
Brigitte LINSHÜFT-STILLER  
(Head of Interpretation)  
Annick REPELLIN  
Maria TAVLARIDOU-STEUCK  
1 B post : Letizia WEISS  
1 C post : Ingrid ZAGERSKI

ADMINISTRATION AND GENERAL SERVICES:

1 A post : Marino RIVA (Head)  
3 B posts : Sabine REICH  
Volker WURL  
Bernard ZIECH  
1 C post : Marion STRISSEL  
4 C posts : Hildegard CERNITORI  
(clerical Gerda MÜLLER-MÄRSCH  
assistants) Heinz NEUMANN  
Wolfgang TANG  
1 local post : Rita VOGEL



3. Extract from the Council Regulation establishing the Centre

Annex 5

Extract

# Official Journal

of the  
European Communities

Volume 18 No L 39

13 February 1975

English Edition

Legislation

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## Contents

I *Acts whose publication is obligatory*

- ♦ **Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training**

### *Article 2*

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

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

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

2. The main tasks of the centre shall be:

- to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
- to contribute to the development and coordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiative likely to facilitate a concerted approach to vocational training problems. The centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting completion of vocational training;
- to provide a forum for all those concerned.

3. In its activities the centre shall take into account the links which exist between vocational training and the other branches of education.



## Annex 4 to the Draft Annual Report 1986

### List of CEDEFOP publications which appeared in 1986

No.	Title	Language	No. of copies
	<b>Women</b>		
1	Parità di opportunità e formazione professionale Cinque anni dopo... Iniziative formative dirette alle donne nell'ambito della Comunità europea	IT	400
2	Igualdade de oportunidades e formação profissional Cinco anos depois... Acções de formação profissional em favor das mulheres na Comunidade Europeia	PT	250
	<b>Vocational Training Systems</b>		
3	Περιγραφή των συστημάτων επαγγελματικής κατάρτισης στα κράτη μέλη της Ευρωπαϊκής Κοινότητας Συγκριτική μελέτη Οδγός CEDEFOP	GR	1030
4	Beschreibung der Berufsbildungssysteme in den Mitgliedstaaten der Europäischen Gemeinschaft Vergleichende Studie Guide CEDEFOP 2. Auflage 1986	DE	1030
5	Systèmes de formation professionnelle dans les pays membres de la Communauté européenne Études comparatives Guide CEDEFOP 2 <sup>e</sup> édition	FR	1000
6	Vocational training in the Federal Republic of Germany Second edition 1986	EN	500
7	La formazione professionale nella Repubblica federale di Germania	IT	300
8	Descripción del sistema de formación profesional España	ES	700
9	Description du système de formation professionnelle en Espagne	FR	1000
10	Η επαγγελματική εκπαίδευση στην Ελλάδα	GR	721
11	Das berufliche Bildungswesen in Griechenland	DE	721
12	Descrição do sistema de formação profissional Portugal	PT	700
13	Description du système de formation professionnelle au Portugal	FR	1000

No.	Title	Language	No. of copies
14	Das Berufsbildungssystem Österreichs	DE	760
15	Vocational Training in Austria	EN	770
16	Le système de formation professionnelle en Autriche	FR	773
17	Berufliche Bildung in der Volksrepublik China Strukturen, Probleme und Empfehlungen	DE	1000
18	Lernorte und Lernort-Kombinationen im internationalen Vergleich Innovationen, Modelle und Realisationen in der Europäischen Gemeinschaft	DE	1030
<b>Technological Development and Vocational Training</b>			
19	Frauen lernen Microcomputertechnik	DE	500
20	Women study microcomputer technology	EN	750
21	Formation des femmes à la micro-électronique	FR	700
22	Entwicklungen und künftige Anwendungen der Robotik 2. Auflage 1986	DE	300
23	Robotics developments and future applications Third edition 1986	EN	500
24	Sviluppi della robotica e applicazioni future	IT	500
25	Computer in Büro und Verwaltung Einsatzbedingungen und Folgen neuer Informations- technologien	DE	500
26	Die Einführung des künstlichen Sehens in Fertigung und Kontrolle und seine Bedeutung für die Ausbildung	DE	550
27	Introduction of artificial vision in manufacturing and inspection work and its training implications	EN	1000
28	L'introduction de la vision artificielle dans les travaux de production manufacturière et d'inspection et son impact dans la formation professionnelle	FR	650
<b>Small and Medium-sized Enterprises</b>			
29	Vocational training problems in small and medium-sized enterprises Seminar report	EN	1030
30	Problèmes de la formation professionnelle dans les petites et moyennes entreprises Rapport de séminaire	FR	1030

No.	Title	Language	No. of copies
31	I problemi della formazione professionale nelle piccole e medie imprese	IT	510
<b>Job creation schemes</b>			
32	Berufsbildung und Arbeitsbeschaffungsprogramme in den Ländern der Europäischen Gemeinschaft	DE	800
<b>Regional Development</b>			
33	Regionalentwicklung und Berufsbildung Analyse und Steuerung der Beziehungen Regionalentwicklung – Berufsbildung Erfahrung und Ausblick	DE	500
34	Regional development and vocational training Analysis and discussion of the relationship development – vocational training Experience and perspectives	EN	700
35	Développement régional et formation professionnelle Analyse et animation de la relation Développement – Formation professionnelle Acquis et perspectives	FR	1000
36	Sviluppo regionale e formazione professionale Analisi e animazione del rapporto sviluppo – formazione professionale Acquisizioni e prospettive	IT	300
37	Desenvolvimento regional e formação profissional Análise e animação da relação Desenvolvimento – Formação profissional Experiências e perspectivas	PT	300
<b>Training of trainers</b>			
38	Professional situation and training of trainers in the Member States of the European Communities – Synthesis report Second edition 1986	EN	320
<b>Migrant Workers</b>			
39	Für eine Ausbildung von jugendlichen Ausländern zu Ausbilder-Betreuern Erfahrungsanalyse und Handlungsleitfaden	DE	1034

No.	Title	Language	No. of copies
<b>Bibliographies/Documentation</b>			
40	Thesaurus Berufsbildung	DE	600
41	Thesaurus of vocational training	EN	1200
42	Thesaurus della formazione professionale	IT	400
43	Thésaurus de la formation professionnelle	FR	1000
<b>Other Publications</b>			
44	Årsberetning 1985	DA	311
45	Jahresbericht 1985	DE	1006
46	Annual Report 1985	EN	1000
47	Informe anual 1985	ES	506
48	Rapport annuel 1985	FR	1007
49	Ετήσια Έκθεση 1985	GR	300
50	Relazione annuale 1985	IT	400
51	Jaarverslag 1985	NL	306
52	Relatório anual 1985	PT	300
53	Jahresbericht 1985	DE	500
54	Anlage 1 Projektübersicht 1985	EN	1000
54	Annual Report 1985 Annex 1 Survey of projects 1985	EN	1000
55	Rapport annuel 1985 Annexe 1 Tableau récapitulatif des projets 1985	FR	1000
56	CEDEFOP -- et overblik --	DA	1100
57	CEDEFOP -- Auf einen Blick -- 6. Auflage 1986	DE	1500
58	CEDEFOP -- at glance --	EN	1565
59	CEDEFOP -- Sumario --	ES	1575
60	CEDEFOP -- en bref --	FR	1580
61	CEDEFOP -- In breve --	IT	560
62	CEDEFOP -- in een oogopslag --	NL	1100

No.	Title	Language	No. of copies
63	CEDEFOP – em um relance –	PT	1085
64	CEDEFOP – με μια ματιά –	GR	570
65	Directrices para los trabajos del CEDEFOP 1986–1988 Secunda edición, año 1986	ES	1000
66	CEDEFOP-Leitlinien 1986–1988 2. Auflage	DE	1000
67	CEDEFOP-Action Guidelines 1986–1988 2 <sup>th</sup> edition	EN	1000
68	Lignes directrices du CEDEFOP 1986–1988 2 <sup>ème</sup> édition	FR	1000
<p><b>CEDEFOP Document</b></p> <p><b>Technological Development and Vocational Training</b></p>			
69	Neue Technologien und Weiterbildung in Büroberufen	DE	350
70	Nouvelles technologies et formation continue dans les emplois de bureau	FR	567
71	Nuove tecnologie e formazione continua negli impieghi del settore uffici	IT	270
72	Die Beziehungen zwischen Bildung, Beschäftigung und Produktivität und ihre bildungs- und beschäftigungspolitischen Auswirkungen – ein deutsch-englischer Vergleich	DE	357
73	Relation between education, employment and productivity and their impact on education and labour market policies	EN	672
74	Les rapports entre l'enseignement, l'emploi et la productivité et leur impact sur les politiques de l'enseignement du marché de l'emploi – comparaison Grande-Bretagne – Allemagne –	FR	569
75	Rapporto fra istruzione, occupazione e produttività e loro impatto sulle politiche dell'istruzione e del mercato del lavoro – un confronto fra Gran Bretagna e Germania	IT	210
<p><b>Financing</b></p>			
76	Finanzierung der beruflichen Bildung in der Bundesrepublik Deutschland – Dokumentation	DE	315
77	Financing of vocational training in the Federal Republic of Germany – Annotated bibliography	EN	650
78	Le financement de la formation professionnelle au Danemark – Bibliographie commentée	FR	550

No.	Title	Language	No. of copies
79	Le financement de la formation professionnelle continue en France – Bibliographie commentée	FR	550
80	State funding of vocational education and training in Ireland – A documentary dossier and annotated bibliography	EN	650
81	Financing of vocational training and education in Italy – An annotated bibliography	EN	650
82	Finanziamento della formazione e dell'istruzione professionale in Italia – Bibliografia ragionata	IT	200
83	Financing of vocational training in the United Kingdom – A selective annotated bibliography	EN	650
	<b>Women</b>		
84	Ligestillingskonsulenter: Erhvervsuddannelse og profil	DA	140
85	Die Gleichstellungsbeauftragte: Berufsbildung und -profil	DE	350
86	Equal opportunity counsellors: Professional training and profile	EN	650
87	Les responsables en égalité: Formation et profil professionnels	FR	558
88	Il consigliere di parità: Formazione e profilo professionale	IT	250
89	De emancipatiewerkster: Beroepsopleiding en profiel	NL	180
90	Qualifikationen der Büro- und Handelsberufe in der Bundesrepublik Deutschland	DE	350
91	Clerical and commercial sector qualifications in the United Kingdom, France and Germany	EN	650
92	Qualifications pour les activités administratives et commerciales au Royaume-Uni, en France et en République fédérale d'Allemagne	FR	550
	<b>Continuing Education and Training</b>		
93	Distance education in Western Europe: a selective annotated bibliography of current literature	EN	674
94	Enseignement à distance en Europe occidentale: bibliographie sélective et annotée des ouvrages disponibles	FR	557

No.	Title	Language	No. of copies
95	Das Fernlehrangebot in Italien	DE	350
96	The provision of distance learning in Italy	EN	650
97	La oferta de formacion a distancia en Italia (Sintesis)	ES	250
98	L'offre de formation à distance en Italie	FR	550
<b>Regional Development</b>			
99	Regional development and vocational training – Analysis and promotion of coordination between development and vocational training Regional monographs	EN	661
100	Développement régional et formation professionnelle Analyse et animation de la relation Développement-Formation professionnelle Monographies régionales	FR	550
<b>Migrant Workers</b>			
101	Erhvervsuddannelsessituationen for unge udlændinge i Belgien, Danmark, Frankrig, Luxembourg og Det forenede Kongerige – Samlet betretning	DA	138
102	Die Ausbildungssituation ausländischer Jugendlicher in Belgien, Dänemark, Frankreich, Luxemburg und dem Vereinigten Königreich Zusammenfassung	DE	329
103	The vocational training of young migrants in Belgium, Denmark, France, Luxembourg and the United Kingdom Synthesis report	EN	674
104	Situation de la formation professionnelle des jeunes migrants en Belgique, au Danemark, en France, au Luxembourg et au Royaume-Uni Rapport de synthèse	FR	571
105	La situazione della formazione professionale dei giovani immigrati nel Belgio, in Danimarca, in Francia, nel Lussemburgo, nel Regno Unito Rapporti di sintesi	IT	210
106	De beroepsopleidingsituatie van buitenlandse jongeren in België, Denemarken, Frankrijk, Luxemburg en het Verenigd Koninkrijk Samenvatting	NL	164
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