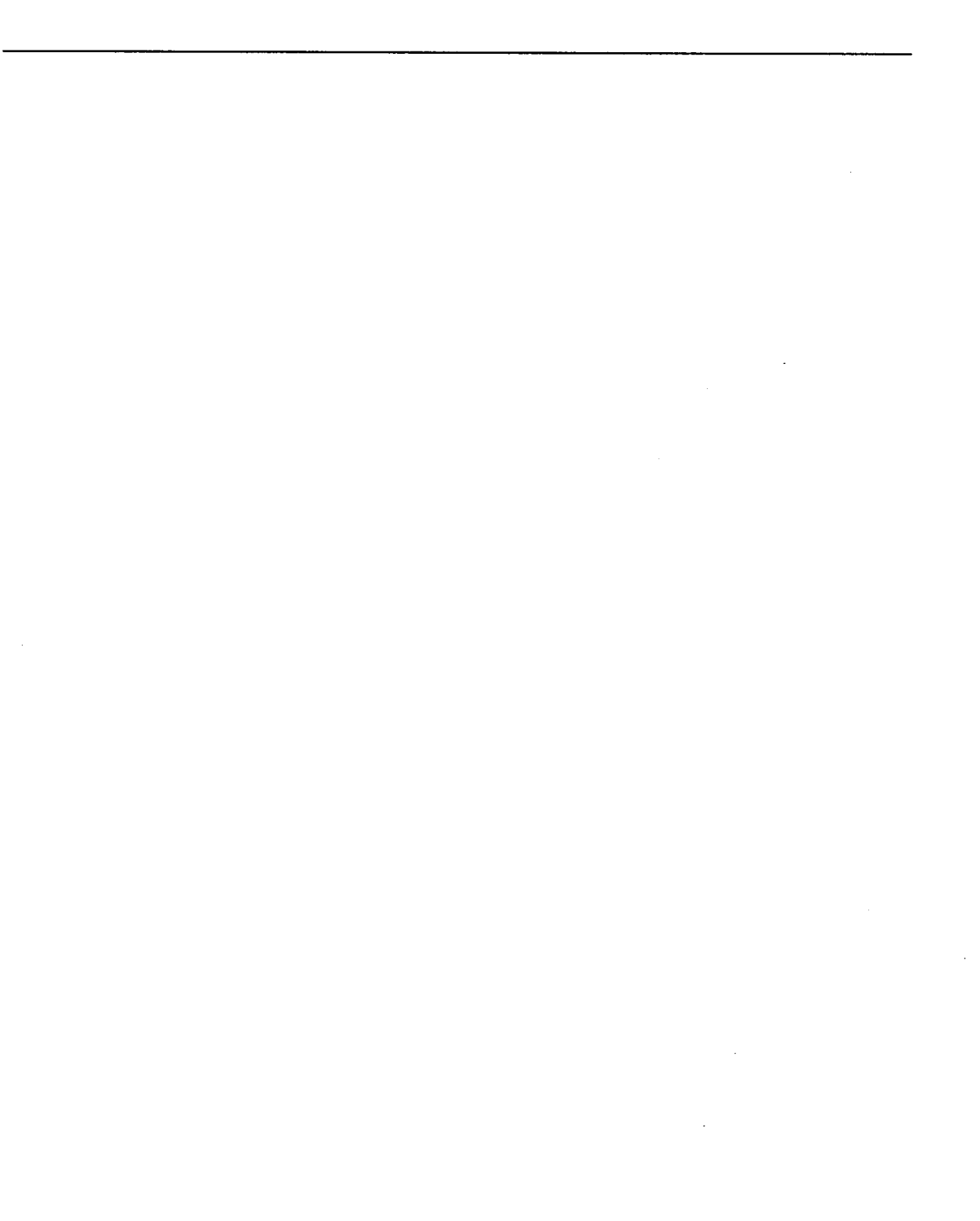


Annual Report 1991

CEDEFOP





Vocational Training in the European Community 1991

Annual Report 1991
approved by the Management Board at its meeting
on 20 March 1992

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Introduction



Anne-Françoise Theunissen
- Chairwoman of the
Management Board -



Ernst Piehl
- Director -



Corrado Politi
- Deputy Director -



Enrique Retuerto
- Deputy Director -

The 1991 Annual Report reviews the various projects and activities undertaken within the annual Work Programme, placing them not only in an historical perspective, but in the context of the overall European Community effort in the development of vocational training.

The projects are described in the order in which they appear in the 1991 Work Programme as adopted by the Management Board. They are grouped under the five chapter headings of the current Action Guidelines, thus facilitating a comparison with the Work Programmes and Annual Reports of previous years. Where possible, an indication has been given of the intended development of the individual activities in 1992. In the second part of the report, the projects are reviewed in the form of a table setting out the principal activities, the results obtained and the scheduled dates for completion. Finally, the annexes present a list of CEDEFOP publications for 1991 and a review of other administrative and operational activities.

1991 was marked by change and upheaval, both within the Community and beyond. At the same time steady progress was made towards achieving greater political, economic and social integration in the European Community, also in the field of vocational training.

In any such development, dialogue is an essential element and is a central feature of the European Community effort. This is reflected in the institutional structures of the Community. The interaction of the governments, employers' organizations and the trade unions has been instrumental in shaping the concept of a European Labour Market founded on economic and social cohesion, in which innovation and vocational training are essential factors. The significance of this dialogue is evidenced by the European Social Charter and the various joint opinions of the social partners.

Dialogue is also a central feature in the policy and decision-making structure of the European Centre for the Development of Vocational Training (CEDEFOP). The members of the Centre's Management Board (made up of representatives of the Commission of the European Communities, the governments, employers' organizations and trade unions of the Member States) with the CEDEFOP Directorate formulate the Work Programme for

the Centre's annual activities. The current framework programme, the Action Guidelines 1989-92, is structured around a number of central themes within which the Centre's project activities are positioned. These were designed to take into account the challenges facing the European Community in the transition period leading up to the realization of the Internal Market in 1993.

The underlying concepts are:

- **A European Labour Market**
- **Economic and social cohesion within the Community**
- **A European Vocational Training Area**
- **Europe - An Area for Vocational Training Innovation**
- **A European Area for the Exchange of Experience amongst Vocational Training Protagonists**

The social partners are involved in many of the Centre's project activities and in some cases their participation is a prerequisite for success. This applies especially to the project on the "comparability of vocational training qualifications" and to the sectoral studies undertaken within the Community's FORCE programme. They also play a significant role in other research projects which aim at achieving a greater cohesion within the Community through the comparison and better understanding of the differing national systems and structures. Close cooperation with the social partners is also maintained in those activities which are directed towards a better understanding of continuing training and its development (activities involving statistical analysis and the restructuring of skills in

enterprises or at regional level), and in those projects directly concerned with trainers, counsellors and the managers of small enterprises.

The year 1991 saw a further development of the close cooperation with the Commission. On different occasions, the Directorate and project coordinators had an opportunity to discuss, in working groups and plenary sessions, the framework and details of the work of CEDEFOP in the context of the Commission's own activities.

A further step towards improving communication was taken with the assignment of a CEDEFOP assistant to Brussels to liaise with the Task Force: Human Resources, Education, Training and Youth (TFHR). This coincided with the setting up of an office in Brussels for the joint use of CEDEFOP and the European Foundation for the Improvement of Living and Working Conditions.

A European Labour Market

The prospect of a European Internal Market is geared to the achievement of a European Labour Market. A corner-stone for mobility is the transparency of vocational qualifications throughout the Member States. Its achievement depends on a better mutual understanding of the content of qualifications in each of the Member States. This objective lies at the core of the project the Centre has been conducting on the comparability of vocational training qualifications and the experimental project concerned with the development of a comparative directory of occupational profiles.

Project 1.1071 Comparability of vocational training qualifications

This activity has its roots in the Decision of the Council of Ministers of July 1985¹ and is concerned with qualifications at what is commonly referred to as "skilled worker level", i.e. level 2 in the 5-level Community scaling set out in the Annex to the Council Decision. In accordance with the above Decision, the work undertaken under this project for this level is to be concluded by the end of 1992.

The following table lists those sectors for which mutual agreement has meanwhile been reached by the experts designated by the Member States to participate in the project on the comparability of qualifications in the selected occupations at this level. The numbers refer to the Official

Journals in which the mutually agreed descriptions of duties and tasks attached to the individual occupations have been published. They also contain comparative tables specifying the titles of the certificates, diplomas and other vocational training qualifications issued by the Member States for these occupations, the names of the institutions providing the relevant vocational training and the organizations entitled to award these qualifications.

Table I: Sectors for which formal and mutual agreement has been reached in respect of the selected level 2 occupations

Sectors	OJ²
Horeca	C 166/89
Motor vehicle repair	C 168/89
Construction	C 292/89
Electricity/Electronics	C 321/89
Agriculture (including horticulture and forestry)	C 83/90
Textile clothing	C 253/90
Metal	C 196/91
Textile Industry	C 318/91

To date, comparability has been established for a total of 117 occupations in 8 sectors. Another 56 occupational profiles in 7 sectors have meanwhile been processed by CEDEFOP and are ready for publication. By the end of 1992, it is planned to have covered a total of 19 sectors with roughly 200 occupations (see also the interim report of the EC Commission - COM(90) 225 final, Brussels 12 June 1990).

In 1991 the results of the consultations and negotiations in the metalworking and textile in-

¹ OJ: Official Journal of the European Communities, No L 199 of 31.07.1985

² OJ: Official Journal of the European Communities

dustry sectors were published and the final report on 7 occupations in the chemical and related process industries were passed on to the Commission and the Member States for formal approval. Work was completed on the clerical/administration - banking/insurance sector (6 occupations) and on the sales/commercial sector (6 occupations). The results have been submitted for publication. For the transport sector and the food industry, final reports have been produced for 9 and 12 occupations respectively; these have been approved by the Member State delegates.

Two meetings were held with experts from the tourist sector, at which 5 occupations were discussed and approved. Negotiations on the printing and the media sectors (together accounting for approx. 12 occupations) will continue in 1992. Agreement was also reached on 11 occupations in the civil engineering/public works sector. The final report and comparative tables are being drafted. For the last three sectors, leather and leather goods, iron/steel and wood/furniture, initial studies have been completed and a provisional list of occupations has been compiled. Preparations have been made for 8 meetings in 1992.

A mid-term report produced by the EC Commission in 1990 describes the features of the project and the progress made (COM(90) 225 final of 12 June 1990). On the basis of this report, the Council of Ministers passed a Resolution on 18 December 1990 (OJ No C 109, 24.4.1991). Whilst calling for an improvement of the procedures governing the comparability exercise and wishing to ensure its effectiveness, the Council sees the necessity for a decision to be

made concerning the extension of these activities to other occupations at all levels of vocational training following an evaluation of the results of the work already completed. For this reason, the Member States have been asked to evaluate and report on their experience with the dissemination and utilization of information on the comparability of vocational qualifications in their countries. Following the receipt of these reports, CEDEFOP will consult with the EC Commission concerning proposals for future action, taking into account the joint opinion prepared by the employers and unions at Community level.

CEDEFOP also began an evaluation of its own work in this context. A former member of the CEDEFOP Management Board was asked to draw up a report on the results of the comparability project, highlighting its strengths and weaknesses.

In 1991 a handbook describing the whole programme was prepared by the EC Commission with CEDEFOP's assistance and is available in the 9 Community languages.

Project 1.2151: Directory of occupational profiles

The work on occupational profiles was originally conceived as a preparatory and support activity for the project on the comparability of vocational qualifications. As the activity progressed, its complementary value became difficult to maintain and it developed into a separate experimental project. In contrast to the project on comp-

arability, it is not limited to a single level of qualifications but examines occupations in the different sectors as a whole, beginning with an appreciation of different phases of the work process. Its aim is not to achieve a convergence of qualifications but to make existing national structures, skills and occupations more transparent by describing their differences and similarities. Over the last two years, CEDEFOP has conducted a series of studies with the objective of developing a concept and methodology for the possible future production of a Community directory of occupational profiles, mention of which is made in the Resolution of the Council of Ministers of the Community of December 1990 referred to above. From a methodological point of view, this work could also provide the Commission with a basis for the development of further proposals for the Council of Ministers. This experimental work is also scheduled for completion in 1992.

The preliminary work conducted in previous years concerned the following areas of activity:

- Financial services
- Tourism
- Mechanical engineering
- Activities concerned with environmental protection in the chemical and metal industries
- Activities related to the restoration of national and cultural heritage
- Activities in the audio-visual sphere

In 1991, the project concentrated on the testing of a method of comparative analysis of functions and activities relating to occupations in four sectors. These were the audio-visual sector, the

metal and electronics industries (France, Germany, Italy, Spain) and the tourism sector (Belgium, Denmark, The Netherlands).

The test involved three phases:

- the development of standard nomenclatures for the descriptors labelling the occupational tasks;
- the description of the corresponding occupational profiles at national level using these nomenclatures;
- a comparative analysis of the occupational profiles of the four sectors.

For the purpose of this test, three operational units were set up:

- a central coordinating and control team (CEDEFOP),
- a network of sectoral experts and
- a network of national experts in the selected countries..

The organization, implementation and evaluation of the project depended on the close and regular interaction of these three units.

It was necessary for the implementation of the project to compile selected and specialized documentation on the subject of qualifications and occupations, to create appropriate information instruments and opportunities for an exchange of experience and to establish a system of control and evaluation.

A number of joint meetings and seminars were held between the central team, the national and

sectoral experts. Information and evaluation seminars were also organized for specialist bodies in the Member States.

The exercise was conducted throughout in close consultation with the corresponding unit of the EC Commission.

The first results were obtained in December 1991. They concern the descriptors of functions and tasks for occupational groups in the tourism, electronics, and audio-visual sectors. The experience and information gained will allow CEDEFOP to judge the validity and effectiveness of the method so that any adjustments may be made before the end of this operational phase.

One of the methodological difficulties which has not yet been solved concerns the degree of

detail and the descriptors to be selected for the different competences. These choices determine the extent to which this important element of occupational profiles may be effectively compared.

Independent of the work undertaken on the above-mentioned sectors, a series of studies was carried out during the year in the area of environmental protection as related to the chemical industry, the metal industry and public administrations. A number of occupations and activities concerned with the protection and restoration of cultural heritage were also studied.

This vast area of occupational activities merits special treatment as it is the occupational functions rather than the occupations themselves which constitute the profile.

Manfred Vollmer



Economic and Social Cohesion within the Community

A number of research activities described in this chapter are concerned with the study of sectoral and regional imbalances in the planning and development of vocational training. Taking into account the national perspectives, the factors contributing to this disequilibrium are subjected to a comparative analysis, on the basis of which an effort is made to develop appropriate solutions and decision-making instruments.

Other projects focus on methods of comparing the dynamics of the twelve different vocational training systems and ways and means of attaining a better understanding of the complex relationships between employment and training. Together with the work conducted by CEDEFOP on the development of the Community dimension of vocational guidance, these projects form part of the important process of development towards economic and social cohesion.

A number of projects are closely linked with the European Community action programme for the vocational training of young people and the preparation for their adult and working life (PETRA II³) and that concerned with the development of continuing vocational training (FORCE⁴).

Project 2.1061: Vocational training and regional development

Following an invitation for tender issued at the close of 1990, six contractors were selected in 1991 to undertake a study in three geographical areas: the Basilicata region, the department of Bouches-du-Rhône and Mid-Wales. The ulti-

mate objective was to test the practicability of a systemic approach to the evaluation of the socio-economic impact of vocational training programmes in given geographic areas, regions or sub-regions. This approach was designed as a complement to the evaluation method based on the results achieved through vocational training; this was central to the cases studied earlier and evaluated at a seminar held in Limoges in 1990 (see "CEDEFOP flash 5/90").

A second group of six organizations from three other countries joined the initial group in order to apply the same method in the city of Cologne, the Basque region and the "região do Oeste" of Portugal. Coordinating meetings were held in Berlin, Matera and Aix-en-Provence. A fourth and last meeting of this kind is scheduled to be held in San Sebastian in January 1992.

On the basis of the results of the work completed by the first team of researchers and the interim reports of the second group, the Centre will in 1992 be examining the validity of the systemic method of evaluation. This will involve a comparison of the adopted approach with other traditional methods of evaluation, with special consideration being given to the interrelationships of the various "actors" and the role they play.

With the help of this project, it is planned to develop more complex and more reliable methods of analysing training needs and training impact

³ Council Decision of 22 July 1991, CJ No L 214, 2.8.1991, p. 69

⁴ Council Decision of 29 May 1990, CJ No L 156, 21.6.1990, p. 1

for the benefit of decision-makers at national and Community levels. A final report will be drawn up in the second half of 1992.

**Project 2.2051:
Continuing vocational training in the context
of FORCE - sectoral studies**

The Council Decision on a Community action programme for the development of continuing vocational training (FORCE) took effect on 1 January 1991. This extensive programme made provision, amongst other things, for a series of sectoral surveys on continuing vocational training in undertakings. These are designed to investigate the methods employed by undertakings when drawing up their continuing vocational training plans and to examine the cost-effectiveness of such training. Another purpose of the surveys is to take stock of collective agreements with the sectors and agreements between the undertakings and the State. Finally, the surveys serve to review the techniques used in developing continuing vocational training and improving the access of workers with poor qualifications and those who are in part-time and insecure employment.

In 1991, as a direct contribution to this "strand" of the FORCE programme, the Centre launched a pilot survey in the retail sector. A research group comprising twelve centres was set up under the coordination of CEDEFOP.

In the course of the year, whilst closely monitoring the decisions issued by the FORCE Committee, CEDEFOP organized coordinating meetings at European level which were also attended

by the social partners responsible for the sector concerned.

The extension and focus of this work remains closely linked with the future development of the FORCE programme itself.

Preparations were made for the launching of a second series of surveys in the food and beverage sector. In 1992, it is expected that the work on this new sector and on a third one will be completed; the results of the first survey will also be published in the course of 1992.

In cooperation with the Commission, CEDEFOP worked on the development of a "pool" of centres involved in sectoral research, for which purpose a feasibility study was undertaken.

Also as part of these sectoral activities, CEDEFOP concluded its work on the establishment of a "Cooperation Committee" for the textile/clothing industry, which is to become operational in 1992. This Committee is concerned essentially with three countries, Greece, Portugal and Spain.

Work on the "Archipelago" project concerned with distance training provision for the tourist/hotel sector in the same three countries was continued, whilst the project on employment, training and restructuring in the ship-building sector in the EC was concluded (see Annual Reports 1989 and 1990).

These last three activities, which consist for the main part in counselling and monitoring operations, bring to a close the work carried out by the

Centre (between 1987 and 1990) on the design and initiation of transnational cooperation projects.

Project 2.3021:

Analysis of the development of vocational training systems (movement of human and financial resources)

This activity involved both a qualitative and quantitative analysis of the way in which the systems function. This analysis addressed the relationships between initial training, continuing training and employment with the purpose of establishing a coherence amongst the three interacting systems, the boundaries of which are changing and becoming more and more "blurred". As a result of these changes and overlaps, the policy and decision-makers are unable to obtain a clear and reliable picture of a coherent system. CEDEFOP, together with other Community bodies has already invested a considerable effort in finding a solution to this problem.

In 1991, the Centre assisted the Commission (as part of the research strand of the PETRA programme) in the organization of a conference at Nancy on the "The relationships between training and employment: the use of data for decision-making", which was also attended by representatives of EUROSTAT. This conference provided a better appreciation of the information systems and structures existing in the Member States concerning this issue, and subsequently, the Centre developed an integrated analysis model. Together with the Commission, the Centre is examining the possibility of this model being applied in a pilot operation.

The synthesis of the Focus II studies (financing of continuing vocational training) reached its final phase, an evaluation being scheduled for 1992. This work will facilitate the identification of a variety of indicators for the observation of the way in which continuing vocational training functions and will contribute to the improvement of a comparative approach to this subject. This project has a long-term perspective and does not therefore have a specified date for its conclusion.

Finally, the Centre launched a series of studies designed to examine the way in which the various "actors" (the state, the individual and his/her representatives, enterprises and training systems) operate in the constitution of qualifications. In an initial phase, the Centre analysed the specific role of the enterprise in order to be able to identify more accurately the qualifying elements of work organization. The scope of these studies and their results in terms of potential lines of action to be pursued in future, led the Centre to devote a separate project to this item in the 1992 Work Programme. Initial results will be available at the end of 1992. This project has potential for policy development and should therefore be of special interest to the social partners.

Project 2.4091:

Vocational guidance and counselling

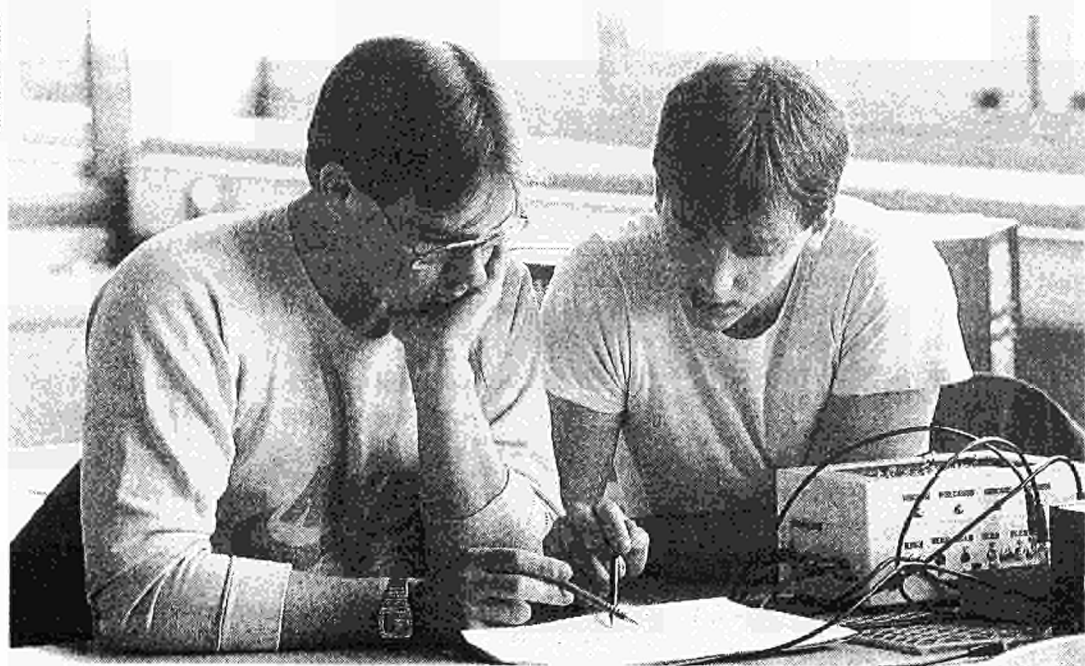
The framework for the 1991 activity was provided by a series of 12 national studies conducted in 1989 and 1990 describing the existing guidance and counselling structures and systems in the Member States. The emphasis in these studies was placed on transfrontier exchange.

Following a similar line of action as that of the project on the directory of occupational profiles, twelve national studies were carried out in respect of the profiles of vocational counsellors. The twelve studies and a synthesis report were published in 1991. This work will also serve the development of a reference basis for a "European dimension" of the training of trainers.

A major objective for the near future is to assist the Commission, as part of the PETRA programme, in the establishment of a network of services in Europe and the organization of exchange programmes, which through a series of seminars would make provision for the further training of vocational training counsellors. In the

course of the year, CEDEFOP also continued to cooperate in the production of a European Vocational Guidance Manual with the Commission and the "Bundesanstalt für Arbeit" (Federal Labour Office), who had carried out the feasibility study. The manual is scheduled for completion in 1992. CEDEFOP also published a paper (in five languages) describing the purpose and structure of the manual.

In 1992 this CEDEFOP activity will be placed in the context of the programme PETRA II and will involve the preparation of studies designed to develop the "European dimension" for vocational counsellors.



A European Vocational Training Community

The activities described under this heading are essentially concerned with the processing and dissemination of information, knowledge and experience gained in the field of vocational training, above all in the European Community.

These permanent activities serve a dual purpose. Firstly they ensure that the Centre and other organizations involved in the development and implementation of European Community policy are supplied with regular, up-to-date and comprehensive information on vocational training issues, but perhaps more important, they are designed to inform policy and decision-makers in the Member States on the results of the Centre's work in the context of European Community vocational training activities.

The European documentary information network created and operated by CEDEFOP serves this mutual exchange of information.

In addition, the series of CEDEFOP documents and the periodicals have proved to be an ideal way of serving a wide and varied public directly with the detailed results of the Centre's work.

Project 3.1011: Library and documentation service

The purpose of the library and documentation service is to provide information to colleagues within CEDEFOP, and also to external enquirers concerning vocational training activities at Community and national level. It is particularly concerned with enquiries which cannot be dealt with through CEDEFOP's publications or its research

activities. Its primary activities are therefore the collection, storage, and distribution of information in various forms. One of the main principles behind the operation of the service is decentralization, i.e. the information in response to enquiries from Member States should in the first place be available within the Member State concerned.

The main instrument through which this objective is realized is the documentary information network, consisting of one organization in each Member State. The network meets each year in September, and working meetings with individual members are held during the year. Network members provide CEDEFOP with information, in particular with indexations for the bibliographical database and contributions for periodicals. They also ensure dissemination of information received from CEDEFOP.

During 1991, the service sent about 250 documents to each of the network members.

The service dealt with 1325 questions arriving by telephone, post, or through visitors. Each of these required an individual answer. A detailed analysis of the source and subject of these enquiries has been made. A small number of important inquiries which CEDEFOP was unable to answer itself were forwarded to network members as part of the question/answer service.

The bibliographical database continued to be available publicly on the ESA-IRS (European Space Agency Information Retrieval Service). The number of references in the system was increased to 16 000. Attempts were made to

promote the use of the database through the publication of information brochures.

Additions were made to the stock of books, periodicals, and subject-specific files, which together provide the source from which replies to external and internal queries are given.

Work was completed on the revision of the CEDEFOP thesaurus in seven languages. It was available as a working document in December 1991, and has been submitted for printing in all the language versions.

During the year, a number of dossiers on specific topics were produced by the service.

A contract was concluded to set up an internal computerized system for the management of the stock of books and periodicals. It is intended also to place the bibliographical database on this system.

As in previous years, the activities were carried out in close cooperation with the services of the Commission, and the European Unit of EURYDICE.

Project 3.2011:
Instruments of information on the systems/ structures of vocational training.

Major progress was made in relation to the production of a series of updated CEDEFOP monographs describing the vocational training systems in the Member States. A meeting of authors and institutions was held in early May, at

which a description of the structure and contents of these monographs was agreed. By December, nine draft monographs had been received in the original languages. Translations of the draft monographs into a limited number of languages were also commissioned. Between September and November, preparatory discussions were held concerning the development of a system of diagrams which could be used in all the monographs and stored in CEDEFOP's computer system, the objective being to facilitate subsequent updating and the production of comparative products. A corresponding contract was signed in December.

Close cooperation between the authors of the monographs and those preparing the national dossiers on the education systems for EURYDICE was established, so that in preparing the vocational training parts of the national dossiers, the EURYDICE national units could draw on the results of the work of the authors of the CEDEFOP monographs.

Project 3.3171:
Development of databases

In 1991, consultations were held with the Commission concerning the development of the Centre's databases taking into consideration EC standards, internal requirements and the appropriate software. With the Task Force: Human Resources, ECHO (European Community Host Organization) and EUDAT (European Association for the Development of Databases in Education and Training), the Centre contributed to the organization of a conference in Maastricht in

November on "The role of information systems for initial and continuing training in Europe".

The Centre also organized a series of training courses for the members of its staff who use word processing and other computer applications.

**Project 3.4101:
Vocational training terminology**

The harmonizing of European vocational training terminologies is an inherent task of CEDEFOP. The application of terminological methods to the Centre's multilingual activities, as developed under this project, have given rise to short-term priorities which have absorbed the better part of the existing capacity to the detriment of the long-term basic work.

The following activities were undertaken in 1991:

The work on the "Vocational Training Glossary" carried out in cooperation with GIIT, the European Community interinstitutional terminology group, could only be resumed in the second half of the year, resulting in the provisional version of a part edition (some 150 concepts in 6 languages).

The dynamics of the projects requiring terminological support set a number of short-term priorities: The terminological support of Project 1.1071 "Comparability of vocational training qualifications" in the sectors "Commerce", "Food industry", "Tourism", "Civil engineering" and "Printing and the media" was organized and perfected

with the help of TermNet, Vienna. The method developed for the purpose has led to a harmonized set of job descriptions being produced in all official languages during each of the conferences, with texts being processed continuously and distributed to participants during the proceedings. This process has not only saved time and costs but has also enabled the Centre to establish terminological equivalences taking the form of multilingual glossaries. These "by-products" were prepared for the above sectors.

Under this project, the development of the activities of the Commission under the LINGUA programme were monitored.

At the request of the Commission (TFHR), a short catalogue of multilingual concepts and definitions was compiled for the work of the Social Partners at their conference "Social Dialogue: Certification of qualifications", which was held in Berlin in April 1991.

**Project 3.5121:
Periodicals and occasional publications**

The results of the Centre's technical and scientific activities are most effectively channelled through its publications. These have been designed to meet the needs of different groups and types of user. In addition to its periodicals (the journal "Vocational Training" and "CEDEFOP flash"), the Centre publishes occasional studies and comparative reports, the so-called "CEDEFOP documents", on the work conducted in the different projects, together with a number of manuals and brochures.

Although available to the public at large, the "CEDEFOP documents" address a selected and limited group of vocational training specialists, whilst the manuals and other occasional publications are designed for a wider readership. In 1991, more than ten series of studies were published as "CEDEFOP documents" concerning research undertaken in a number of areas such as "the development of vocational training systems", "the creation of small enterprises", the work on the comparison of occupational profiles and on the approach to vocational training adopted by large enterprises (see "Synopsis").

The Centre's mailing lists contained 18 500 addresses as of December 1991 and a total of 14 500 publications had been sold by the end of the year. The mailing lists are organized and updated by the Centre and data is exchanged regularly with the Office for Official Publications of the European Community, Luxembourg, through which CEDEFOP publications are distributed. Publications lists and leaflets describing new reports and studies and the conditions of sale are updated and sent regularly to the addressees on the mailing lists.

Frequent reference is made to CEDEFOP publications in national, international and European journals and in individual studies and reports - an indication of a growing public awareness of CEDEFOP's activities. The Centre is frequently represented at international meetings where its publications are displayed either at CEDEFOP's own stand or stands shared with other European Community organizations. In 1991 CEDEFOP exhibited its work at international book fairs in Paris, Brussels, London, Madrid, Leipzig, Turin,

Warsaw, Prague, Budapest, Saloniki, Gøteborg, Oslo, Frankfurt am Main, Luxembourg, Strasbourg, Tokyo, Canberra, Buenos Aires and Vienna.

The publication of the most widely distributed periodical "CEDEFOP News" was discontinued in 1991 by decision of the CEDEFOP Management Board, following a request of the Commission. Only in part has it been integrated in the new Commission publication "Education and Training". As CEDEFOP's addressees continue

The image shows the cover of a CEDEFOP publication. On the left, the word "CEDEFOP" is printed vertically in a large, dotted font. The main title "Tomorrow's training" is in a bold, serif font, with "— A challenge" and "for trainers" in a smaller font below it. A central photograph depicts a person at a desk with a computer monitor and keyboard. To the right of the photo is the European Union flag (a circle of twelve stars). At the bottom right, the words "Vocational training" are written vertically in a large, serif font.

No 1/1991

Tomorrow's training
— A challenge
for trainers

Vocational training

to request specific, up-to-date information on national vocational training activities, the Centre has provided in the 1992 annual programme for the issue of several "CEDEFOP flashes" dedicated to these themes (see section on "CEDEFOP flash" below).

Journal "Vocational Training"

This publication addresses researchers, decision-makers and practitioners in the field of vocational and technical education and training. Each issue contains scientific articles, reports and opinions around a central theme and reflects the views of representatives of government, employers, trade unions, Community institutions and experts in vocational education and training. "Vocational Training" is published twice a year in 9 languages with a circulation of approx 10 000 copies.

In 1991 the chosen themes were:

- 1/91: "Tomorrow's training - a challenge for trainers" and
- 2/91: "Qualifications for a changing world"

"CEDEFOP flash"

The purpose of this publication is to provide a selected group of readers with information on recent activities of CEDEFOP. These include:

- the social partners and political and administrative decision-making bodies,
- members, groups and committees of the European Parliament, the national parliaments, the Council, the Commission and the Economic and Social Committee of the EC,

- universities, research institutes, libraries and documentation centres,
- interested media and journalists.

The publication may take the form of a brief report on a conference or seminar or may outline the results of a series of studies. A total of nine issues of "CEDEFOP flash" reported on work conducted under the 1991 projects. For the titles and subjects of the various issues, reference should be made to the Table of Projects and Activities in the "Synopsis".

Responsible editors:
 First Field Director
 Corrado Follis, Deputy Director
 Evelyn Harwood de la Torre, Deputy Director

Editor: Documentation Service
 Tel. (030) 884 120

Selective List of Community and International Organizations

"CEDEFOP flash" is a vehicle through which information on CEDEFOP's activities can be rapidly disseminated. Its task is to inform people about the most important results of CEDEFOP's work, thereby providing an insight into its activities.

The issue of "CEDEFOP flash" updates Flash 4/89 which was produced in response to a request from CEDEFOP's Management Board.

Directories of Community organizations already exist; the fact that these are not always readily available to everyone has led to this publication which, although incomplete, is a handy and immediate reference.

We trust that this will be of service to the readers of "CEDEFOP flash" and to the many people who follow our work.

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7/91

Information on CEDEFOP and its activities is available through various channels. For enquiries and requests for information, please contact the CEDEFOP Documentation Service, which will be pleased to provide you with the necessary information. The CEDEFOP Documentation Service is located at the CEDEFOP Centre, rue de la Loi 200, B-1049 Brussels, Belgium. Tel. (030) 884 120. Fax (030) 884 121. Telex 320000 CEDEFOP B. CEDEFOP is a service of the European Commission.

flash



CEDEFOP

Area of Activity C

The Work Programme approved by the Management Board for the year 1992 also makes provision for the publication of a number of issues of "CEDEFOP flash" to provide information on national activities of interest to training specialists and on recent significant developments (for example planned reforms or normative measures) in the Member States of relevance to vocational training.

"CEDEFOP presse"

Press releases are issued at intervals to draw the attention of the media and the public to special events and information on the work of CEDEFOP.

CEDEFOP
4/1991

Berlin, 18.11.1991

Press Release

Subject: Comparability of vocational training qualifications in the "Public Works / Civil Engineering" sector

National experts from the "Public Works / Civil Engineering" sector in all EC Member States met in Berlin from 24 - 28 November 1991 within the EC programme managed by CEDEFOP on "Comparability of vocational training qualifications between the EC Member States".

Occupational profiles for five occupations in the "Public Works / Civil Engineering" branch were discussed and agreed upon.

The six occupations which were selected at the first meeting were unanimously confirmed. Consequently the following occupational profiles at skilled worker level have been defined for the purpose of determining comparability throughout the EC:

1. Road builder (m/f)
2. Water worker (m/f)
3. Well driller (m/f)
4. Sewer builder (m/f)
5. Pipelayer (m/f)
6. Plastic asphalt/insulator (m/f)
7. Mason pavior (m/f)
8. Crane operator (m/f)
9. Scaffold (m/f)
10. Construction plant operator (road and public works) (m/f)
11. Pilelayer/trackerlayer (m/f)

By the end of the year tables will be produced on the comparability of vocational training qualifications which are recognised in the individual Member States and which satisfy the minimum requirements of the profiles produced at Community level.

The summary attached illustrates the current state of the work carried out by CEDEFOP and includes all the sectors and occupational groups which have been covered to date.

The national coordinating bodies and services, the addresses of which can be provided upon request, publish information on all the occupational profiles which have already appeared in the Official Journal of the European Communities.

Annex: Summary

1. Zusammenfassung der Aktivitäten im Bereich der Vergleichbarkeit von Berufsausbildungsqualifikationen in der Bauwirtschaft (Öffentliche Arbeiten / Bauwesen) im Rahmen des EG-Programms zur Vergleichbarkeit von Berufsausbildungsqualifikationen zwischen den Mitgliedstaaten der Europäischen Gemeinschaften. Die Nationalen Koordinierenden Stellen der Mitgliedstaaten haben sich am 24. bis 28. November 1991 in Berlin im Rahmen des von CEDEFOP verwalteten EG-Programms zur Vergleichbarkeit von Berufsausbildungsqualifikationen zwischen den Mitgliedstaaten der Europäischen Gemeinschaften getroffen. In diesem Zusammenhang wurden die beruflichen Profile für fünf Berufe im Bereich der Bauwirtschaft (Öffentliche Arbeiten / Bauwesen) diskutiert und vereinbart. Die sechs Berufe, die bei der ersten Sitzung ausgewählt wurden, wurden einstimmig bestätigt. Folglich wurden die folgenden beruflichen Profile für den Zweck der Vergleichbarkeit der Berufsausbildungsqualifikationen in der gesamten EG für die folgenden fünf Berufe definiert: 1. Straßenbauer (m/f), 2. Wasserbauer (m/f), 3. Brunnenbohrer (m/f), 4. Kanalarbeiter (m/f), 5. Rohrleger (m/f), 6. Kunststoffasphalt-/Isolierbauer (m/f), 7. Mauerputzer (m/f), 8. Kranführer (m/f), 9. Gerüstbauer (m/f), 10. Baumaschinenführer (Straßen- und öffentliche Arbeiten) (m/f), 11. Pfahlbauer/Straßenbahnbauer (m/f). Bis zum Ende des Jahres werden Tabellen erstellt, die die Vergleichbarkeit der Berufsausbildungsqualifikationen zeigen, die in den einzelnen Mitgliedstaaten anerkannt sind und die die Mindestanforderungen der Profile erfüllen, die auf Gemeinschaftsebene erstellt wurden. Das beigefügte Zusammenfassung zeigt den derzeitigen Stand der Arbeit, die von CEDEFOP durchgeführt wird, und umfasst alle Sektoren und Berufsgruppen, die bis zum jetzigen Zeitpunkt abgedeckt wurden. Die nationalen Koordinierenden Stellen und Dienststellen, deren Adressen auf Anfrage zur Verfügung gestellt werden können, veröffentlichen Informationen über alle beruflichen Profile, die bereits im Amtsblatt der Europäischen Gemeinschaften veröffentlicht wurden.

prese



CEDEFOP

Europe - an Area for Vocational Training Innovation

The activities undertaken as part of this concept are directed specifically at the exchange of innovative ideas and experience amongst vocational training specialists and researchers. Through these projects the Centre also aims at keeping policy and decision-makers informed on the state of the art.

Project 4.1031: CEDEFOP FORUM for research institutes

The CEDEFOP FORUM is now in its seventh year. Its purpose is to provide research directors and researchers from leading institutions in the Member States with an opportunity to discuss recent developments in the area of vocational training research and to map out their future priorities and plans.

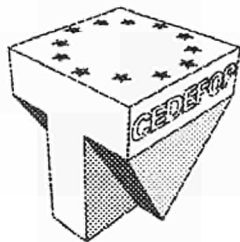
Following the advance made in the relationship between the European Community and EFTA, the 1991 FORUM was opened to the member countries of this association. Delegations from Austria, Finland, Sweden and Switzerland attended. The discussions this year centred on the theme, "new qualifications and skill shortages", a topic which has been the subject of much recent research at national and Community levels. CEDEFOP particularly welcomed the contribution of the Commission on the work it had undertaken in this area.

The FORUM was also informed about a study undertaken on behalf of CEDEFOP in respect of a concept for a European directory on vocational training research. This activity followed a proposal presented at the 1990 FORUM. On the

basis of this study a concept is to be developed for the production of a "prototype" in 1992 which will cover a limited number of vocational training research activities commissioned by public bodies.

Project 4.2081: Mass Media/Prix CEDEFOP

The CEDEFOP film award "PRIX CEDEFOP" was presented in 1991 for the third time. More than 400 public and private television broadcasting companies in Europe were invited to take part. In order to demonstrate the European character of the PRIX CEDEFOP, it was decided to hold the annual awarding ceremony in different European capitals, the event being organized jointly with the national television companies of the host country, who would also report and broadcast information in their programmes.



The awarding ceremony this year was held in Budapest on 4 December and was organized with the representatives of the EC Commission, Hungarian Television (MTV) and the Hungarian Institute for Vocational Training (NIVE).

An international jury selected the best films from amongst the 25 nominees.

The following prizes were awarded:

ECU 5 000

to Bayerischer Rundfunk/Fernsehen for the programme "Hauptsache Beruf"

ECU 2 000

to Institut Nationale de l'Audiovisuel for the programme "Histoires d'apprendre"

ECU 1 250

to TELE-BRUXELLES for the programme "Insertions"

ECU 1 250

to Hungarian Television (MTV) for the programme "Eurocontact".

The prizes are intended as a grant for study visits abroad where new ideas for programmes on vocational training can be found.

Project 4.3031:

European Community programme of study visits for vocational training specialists

In 1991, the Community programme of study visits was conducted in close cooperation with the EC Commission. In order to link the programme more coherently with the objectives of the Community programmes PETRA, FORCE and EUROTECNET (the programme concerned with vocational training in response to technological innovation), a number of visits were or-

ganized for the purpose of establishing contacts amongst the project leaders of the Community programmes. The selected themes were also aligned to those of the Community programmes PETRA (vocational training for young people) and FORCE (continuing training for adults).

Two experimental groups were organized specifically for the heads of the EUROTECNET projects with the aim of integrating these projects in the study visit programme.

In 1991 43 visits were organized for 400 vocational training specialists; 12 national liaison officers (NLOs) were nominated by the governments of the Member States and, with the support of technical units, took responsibility for the organization of the visits in their countries.

The year's programme encompassed the following activities:

- organization of the annual meeting of NLOs;
- production of three thematic bibliographies;
- production of 400 documentary dossiers;
- organization of the national evaluation seminars and participation at those seminars organized by the NLOs;
- the conducting of a survey for the evaluation of the programme.

A European Area for the Exchange of Experience amongst Vocational Training Protagonists

The activities described in this chapter concern the social partners, training staff and the managers of SMEs. Whilst the Social Dialogue at Community level is nourished by the Centre's "thematic dossiers", other activities focus on the role of training as related to the management of small and medium enterprises and for the updating of trainers.

As an interim measure, pending the decision of the Council of Ministers concerning the location of the European Training Foundation⁵, which will have responsibility for the coordination of vocational training development in eastern European countries, the Centre exchanges information with vocational institutions in central and eastern Europe.

Accordingly, a project closely linked with the PHARE programme operated by the Commission has been included in this section.

Project 5.1061:

The role of the social partners in vocational training

In 1991 CEDEFOP assisted the Commission with the work of the Social Dialogue working group "Education and Training".

At the request of the Commission, the Centre made a contribution to a seminar on qualifications held for this group in April. For this meeting, an information dossier on the activities of the Community in the field of vocational qualifications was produced (together with a selected bibliography), relating in particular to the work described under area A of this report ("Compar-

ability of vocational training qualifications" and "Directory of occupational profiles").

In the course of the year, twelve national studies were undertaken in respect of the occupational profiles of vocational counsellors as a contribution to project 1.2151. The twelve studies and a synthesis report have been submitted for publication.

CEDEFOP also produced a conference glossary of twenty commonly used terms relating to qualifications and their comparison. The Centre was asked to expand on this experience with the objective of producing a series of thematic glossaries for future conferences (see also Project 3.4101).

The Centre also assisted in producing another information dossier for a seminar on the vocational training of women, organized by the Social Dialogue group "Education and Training". This consisted of a report reviewing the work the Centre had undertaken on the subject of "equal opportunities and vocational training". A bibliography on "women and vocational training" was compiled through a database search using the descriptors "women", "equality" and "vocational training". A report presented at a meeting of the Committee on Women's Affairs of the European Trade Union Confederation was also published.

The 3rd European Congress on Continuing Education and Training, held in Berlin in spring, offered an opportunity to discuss the role of the

⁵ Council Regulation (EEC) No 1360/90 of 7 May 1990. OJ No L 131 of 23.5.1990

social partners in continuing vocational training. Together with the other organizers, the Centre led the discussion of this theme at one of the workshops (see also Project 5.4151).

In 1991 a study was undertaken concerning the conditions and modes of access to vocational training in the three sectors:

- construction,
- electricity/electronics,
- clerical/administration, commerce, banks, insurance.

This study consisted of documentary research and the preparation of comparative descriptions.

**Project 5.2141:
Management training in small and medium enterprises**

Over the last decade it would seem that one of the keys to the success of the labour policies propagated by the Member States of the Community is the creation and development of competitive small and medium enterprises (SMEs) and that competitiveness in turn depends on appropriate vocational training policies. The viability of SMEs is an important factor in the effort to combat unemployment and qualify the workforce.

The work conducted by the Centre in this area, which is closely related to that of the Commission, has identified the priority need to implement programmes designed to

- develop and improve the training of SME managers and owners (in particular those of small firms),

- develop the quality of information distributed amongst SMEs, which is often too plentiful and poorly targeted,
- promote an exchange of experience and cooperation amongst SMEs in respect of training.

In 1991, on behalf of the Commission, a dossier was compiled on the activities undertaken by CEDEFOP for SMEs in the period 1987-1990 ("CEDEFOP flash 3/91") and provided the basis for future action and cooperation.

Work on the extension of the "Guide to training in SMEs" progressed as planned, covering the region Saar/Lorraine/Luxembourg, in Spain, Italy and involved EFMD (The European Foundation of Management Development). Work continued on the initial analysis and evaluation of the Guide and an evaluation meeting is to be held with the Commission on this topic in the course of 1992.

As scheduled, 8 national reports were produced on research undertaken into support policies for the creation of SMEs. These reports supplement the information already available on the 12 Member States of the Community. A synthesis report describes the current situation and future needs.

The results were presented at a conference in Madrid in October, which was co-financed by the regional government of Madrid and the Commission. Half of the 150 participants came from Spain and the rest from all the other European countries, including countries in eastern Europe. One aim of the conference was to improve and develop the role of training as an integral ele-

ment of support programmes for the creation of businesses (cf. "CEDEFOP flash" 8/91).

Concerning women wishing to set up their own businesses, the Centre assisted in the organization of a round table discussion at the 3rd European Congress for Continuing Education and Training. As a consequence, regular contacts and an exchange of information have been established with the unit responsible for women's affairs at the International Centre for Advanced Technical and Vocational Training of the ILO (International Labour Organization) in Turin. Arrangements were also made for the participation of this unit in a number of related activities of the Centre.

Project 5.3131: Training of trainers

The work carried out in 1991 under this heading is linked directly with the objectives set out in the Action Guidelines 1989-1992 concerning

- the development of a reference framework for the changing roles, profiles and competences of trainers in the Member States
- action designed to ensure a more consistent link between the systems and structures of training provision for trainers and the demand for more progressive and diversified forms of training.

In 1991, CEDEFOP conducted an analysis of the training needs of those concerned with the design and management of training. The activity also involved the observation of those who hold

responsibility in enterprises and those in external organizations whose services are used by firms. This analysis was also related to existing training measures and served the better characterization of the different types of response to existing needs. It was also designed to stimulate reflection amongst the various "actors" in the Member States as to how to ensure a regular adjustment between changing supply and demand. In a number of countries, the institutions conducting the studies set up an informal group, consisting of participants from different backgrounds. The results were discussed at a number of national meetings organized by these institutions.

As part of its function as a platform for the exchange of information and experience, CEDEFOP carried out the planning for a meeting to be held in Lisbon in January 1992. This meeting will focus on current problems relating to the qualifications of trainers. The discussions will involve researchers, decision and policy-makers and representatives of the Social Partners.

During the year, the Centre assisted the Commission in the development of a number of projects requested by the Member States. The document "Training of trainers: problems and trends", published by the Centre, provides a foundation on which this assistance is built.

In 1992, CEDEFOP will have completed some basic research in this area, which will serve the Commission in its cooperation with an informal network made up of the "actors" referred to above.

**Project 5.4151:
Platform for contacts with non-EEC countries**

A central feature of this activity was the organization of the 3rd European Congress on Continuing Education and Training in cooperation with the Berlin Senate, BIBB (Bundesinstitut für Berufsbildung, EAP (European School of Management Studies) and the Commission of the European Communities. The Congress was held in Berlin 14-15 March 1991 and addressed the problems of continuing training emerging in central and eastern Europe and the help Europe could provide in finding suitable solutions (cf. projects 5.1061 and 5.2141).

Following the discussions and the proposals made during the Congress, CEDEFOP commissioned a study concerning a "Round Europe

Conference" to be held in 1992 in the five capitals, Berlin, Warsaw, Budapest, Prague and Vienna.

In September, a day of discussion and exchange was organized with delegates from central and eastern European countries (the East/West Platform) which the participants of the CEDEFOP FORUM were invited to attend.

All these activities form part of a Community effort to assist these countries in the development of an appropriate response to their vocational training problems. As part of this effort, a member of the CEDEFOP staff was seconded full-time to the Commission for the purpose of assisting the Ministry of National Education in Warsaw in the implementation of the 1990 PHARE programme on aid to Poland and Hungary⁶.

⁶ Council Regulation (EEC) No 3906/89 of 18.12.1989: OJ No L 375 of 23.12.1989

General and Professional Services

1. Administration

All the projects and other activities of the Centre described in this report benefited from the permanent support of the Administration.

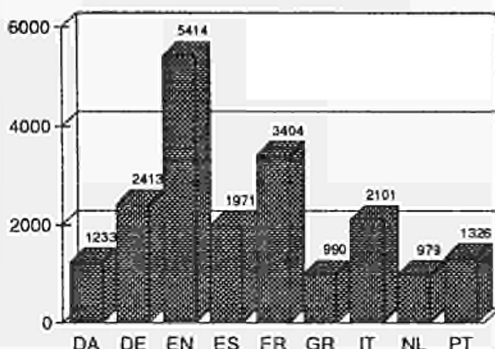
2. Translation service

In 1991 the translation service met all the translation needs for the projects and activities scheduled in the Work Programme. During the year, a total of 19 831 pages were translated or revised by the nine translators in all the Community languages. This consisted for the most part of conference documents, periodicals and occasional publications and documents for the CEDEFOP Management Board and Bureau. In 1991 the Centre made exceptional efforts to cope with the volume of translations requested - an increase of some 100%.

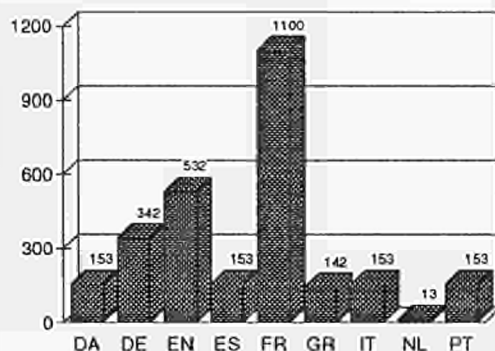
As the volume of translations required into English, French and German was much greater than an individual translator could handle (in 1991 English, French and German accounted for 58.5 % of the total volume of translations), CEDEFOP asked the budgetary authority for new posts for the language service. The budgetary authority did not comply with this request. The continuing increase in translation work has resulted in an extremely high workload for the translation service and could affect the quality of work in the future.

The following table gives a breakdown of pages translated, revised and proof-read in 1991 by target language:

Number of pages translated/revised



Number of pages proof-read



3. Interpretation and conference service

With effect from 1 January 1991, the Centre has operated its interpretation service in cooperation with the Joint Interpreting and Conference Service of the European Community (SCIC). Under an agreement concluded with SCIC, the Centre continued to recruit the interpreters to be engaged by SCIC for work at CEDEFOP on the conditions of an agreement between the Com-

community institutions and the International Association of Conference Interpreters (AIIC).

In the year under review, 66 official meetings covering 109 meeting days/1129 interpreter days had to be catered for. These figures include meetings held outside the Centre. A total of 10 meetings requiring interpretation in 9 languages over a total of 25 days were covered by teams of 27 interpreters.

1991 experienced a substantial growth in internal and external conference activities. The Centre's conference service catered for a total of 311 meetings or 325 meeting days; of these, 41 meetings and seminars undertaken as part of the CEDEFOP Work Programme were held outside Berlin. CEDEFOP placed its conference rooms and facilities at the disposal of external organizations for 27 meetings.

Table: development of conference activities 1989-1991

	No of meetings/ Seminars	increase over previous years
1989	174	(-)
1990	256	+ 47.10%
1991	311	+ 21.48%

4. Visitor service

1991 experienced a substantial rise in the number of visitors to the Centre whose interests ranged from European Community Vocational Training activities in general and the implications of the

forthcoming Internal Market to specific areas of interest such as the comparability and mutual recognition of training qualifications. On 58 occasions a total of around 570 visitors were received, a 60% increase over 1990. (These figures do not include the many visitors to the Centre who are involved in or associated with the Centre's project activities.)

1991 was marked by a growing interest particularly on the part of the Scandinavian countries. This is seen to be a consequence of the closer cooperation developing between the European Community and the EFTA countries following the recent agreements between the two bodies. Interest continued to be shown in Community developments in the field of vocational training by other western countries (for example Australia, Canada and the United States), but also by the central and eastern European countries. In most cases, the visitors held responsible posts in the relevant ministries and public departments, employers' organizations, professional associations and trade unions. Those coming from the new Länder of the Federal Republic of Germany were mostly practitioners interested in the implications of European Community policies and programmes for their own activities.

Whilst a large majority expressed interest in establishing some form of regular cooperation with CEDEFOP in terms of involvement in its projects, it was made clear that as a European Community organization, CEDEFOP's prime concern is with the twelve Member States and that accordingly, with few exceptions, cooperation must be limited to an exchange of information and documentation.

Synopsis

Human and Financial Resources

The following figures for the period 1987-1991 illustrate the development of CEDEFOP's activities:

Staff

No. of staff posts provided for in the budget ⁽¹⁾	1987	1988	1989	1990	1991
	59	59	63	67	71

No. of staff occupying posts in December 1991 by category	A ⁽²⁾ staff	B staff	C staff	D staff	Local staff	Total staff
	29	15	24	1	2	71

Budget appropriations

	1987 ⁽³⁾	1988 ⁽³⁾	1989	1990	1991
Total in ECU	6.586.000	7.318.000	8.409.000	8.988.000	10.390.000
Increase in %	-10.86	11.12	14.91	6.89	15.60

(1) Including local staff

(2) Including the three members of the Directorate and ten translators

(3) Provisional "one-twelfth" ruling

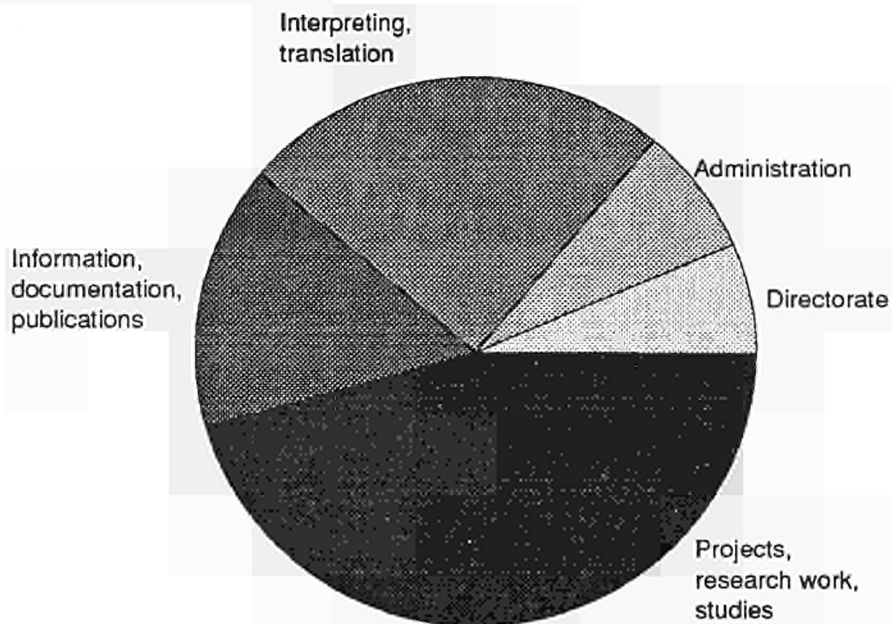
Total expenditure

Year	Total in ECU	Increase in %
1987	6 320 554.93	-13.80
1988	7 133 118.41	11.29
1989	8 321 811.89	16.67
1990	8 621 280.29	3.60
1991	10 003 944.23	16.04

The following table provides a percentage breakdown of 1991 expenditure:

Sector	Expenditure in %
A. Directorate	6.42
B. Administration	7.55
C. Interpreting and translation	24.80
D. Information, documentation and publications	15.51
E. Projects, research work, studies	45.72
	100.00

Expenditure in diagram form



Operational expenditure

	1987 ⁽¹⁾	1988 ⁽¹⁾	1989	1990	1991
Utilization rate for appropriations to the chapter "operating expenditure" in %	99.65	98.29	98.26	97.58	93.60

(1) Budget managed according to the "one-twelfth" ruling

Table of projects

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
1.1071	<p>Comparability of vocational training qualifications</p> <p>Project established by Decision of the Council of Ministers in 1985 with the object of facilitating the free movement of workers. Scheduled for completion at the end of 1992.</p> <p>The Commission received reports of an initial evaluation of the published results at the end of 1991.</p> <p>The internal evaluation by CEDEFOP of the progress made in this project is intended on the one hand to improve procedures (above all concerning the treatment of terminology) and on the other to bring to light a number of methodological weaknesses which caused the results to be less lucid than desired.</p>	B. Sellin	<p>8 meetings with national experts of the 12 Member States</p> <p>2 meetings - Food industry 1 meeting - Transportation 2 meetings - Tourism 2 meetings - Civil engineering (Public Works) 1 meeting - printing/media</p> <p>Evaluation study launched. Assistance to the Commission and the Member States</p> <ul style="list-style-type: none"> ● to distribute the information ● to prepare a handbook ● to organize conferences <p>Information supplied to EFTA and east European countries</p> <p>Conceptual development of linked databases concerning qualifications and occupations has been initiated.</p>	<p>P OJ C196 of 25.7.91 (metal working sector)</p> <p>P OJ C318 of 7.12.91 (textile industry)</p> <p>PP (clerical/administration/banking/insurance)</p> <p>PP (sales/commerce)</p> <p>PP Chemical and process industry</p> <p>PP Transport</p> <p>PP Food industry</p> <p>PP Civil engineering/public works</p> <p>PP Tourism</p> <p>WP Printing/media</p> <p>WP Leather & leather goods</p> <p>WP Iron/steel</p> <p>WP Wood/furniture</p> <p>PP</p> <p>WP</p> <p>WP</p>

(1) WP: Working paper, for discussion, limited distribution

(2) PP: Document in process of publication, for wide distribution

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

N.B.: For the publications in the various languages, refer to Annex 4

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
1.2151	<p>Directory of occupational profiles</p> <p>(Experimental project scheduled for completion by the end of 1992)</p> <p>The purpose of the project is to illuminate the constituent elements of qualifications (activities and competences) for those involved in the labour market and in training. The Council of Ministers (Resolution of December 1990) considered it expedient to create an instrument of this type at Community level.</p> <p>This second project concerned with the comparison of qualifications is also faced with problems of methodology, in particular as regards nomenclatures which are better suited to describe occupational "competences" (both specific and behavioural).</p>	<p>D. Guerra B. Bazin (electronics and metal sectors) N. Wollschläger (audiovisual sector)</p>	<p>Trial application of a method of comparative analysis in four sectors and seven countries.</p> <p>14 internal meetings 4 meetings with EC Commission 14 meetings with sectoral experts 3 coordinating seminars 1 conference with specialist organizations from 12 Member States 4 evaluation seminars</p>	<p>WP 4 nomenclatures for standard descriptors for occupational tasks in the sectors audio-visual, electronics, metal and tourism</p> <p>P 15 national monographs on occupations in the sectors audio-visual, electronics, metal (D, ES, F, I), tourism (B, DK, L)</p> <p>WP 4 comparative analysis reports</p> <p>WP 1 paper describing the project (DE, EN, FR) including 20 transparencies</p> <p>1 general bibliography (in preparation) on occupational qualifications in the Community</p> <p>1 programme for the data processing of data on occupational profiles (in preparation)</p> <p>1 collection of specialized documentation (approx. 200 documents)</p>

Number	Title/objectives/limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
1.2151	Occupational profiles for the activities concerning environmental protection	G. Chomé	5 meetings with sectoral experts	<p>P for the environment sector 4 national monographs on the chemical and metal industry (D, I, NL, UK)</p> <p>1 synthesis report</p> <p>P 4 national monographs on public administration (D, F, I, UK)</p> <p>P 5 national monographs on architectural heritage (B, D, F, I, UK)</p>
2.1061	<p>Vocational training and regional development</p> <p>(Project due for completion at the end of 1992)</p> <p>This project aims at defining more specifically instruments of the evaluation of training programmes through a comparative case study exercise.</p> <p>In view of the number of variables and "actors" involved in training (and differing considerably from one region to another), the results of this project are most likely to be limited to an indication of the lines of action to be taken.</p>	M. Pierret	<p>Completion of three case studies launched in 1990</p> <ul style="list-style-type: none"> ● the region Basilicata (I) ● the department of Bouches-du-Rhone (F) ● Mid-Wales (UK) <p>Launching of three new monographic studies:</p> <ul style="list-style-type: none"> ● City of Cologne (D) ● Basque region (E) ● Zone "do Oeste" (P) <p>3 meetings to discuss methodology with the authors of the above studies</p>	<p>WP reports in original languages</p> <p>WP Interim reports in original languages</p> <p>WP 3 reports (ES, FR, IT, PT)</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
2.2051	<p>Continuing vocational training in the context of FORCE (sectoral studies)</p> <p>(The duration of this project is linked with that of the FORCE programme)</p> <p>The purpose of these studies is to identify "exemplary" enterprises at a sectoral level with regard to the planning and provision of in-firm training.</p> <p>The work of CEDEFOP in support of a transnational cooperation in the context of different training in the hotel sector has reached a conclusion. The same applies to the studies concerned with training activities in certain sectors undergoing restructuring.</p>	T. Bertzeletou	<p>Launching of first sectoral survey on the retail trade.</p> <p>Establishment of a research group comprising 12 centres (coordination CEDEFOP/ Euronet)</p> <p>Preparation of second sectoral survey on food and beverage sector</p> <p>Coordination of a distance training project in the tourist/ hotel sector (Archipelago)</p> <p>Conclusion of the project on employment, training and restructuring in the shipbuilding industry</p> <p>Completion of project on the training of young migrants and on the training and employment of disabled persons (an activity carried over from the 1990 Work Programme)</p>	<p>PP The Community shipbuilding sector: Restructuring and labour force redeployment in 9 languages) Synthesis report</p> <p>PP Requirements for the successful integration of the disabled into working life (in 9 languages)</p> <p>PP 100 Questions: A guide to organizing binational training (DE, EN, ES, FR, GR, IT, PT)</p> <p>WD Feasibility study for the creation of a "pool" of research centres concerned with sectoral studies in vocational training (FR)</p>

Number	Title/objectives/limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
2.3021	<p>Analysis of the development of vocational training systems (movement of human and financial resources)</p> <p>(General project concerned with the comparison of training systems - indefinite duration)</p> <p>The emphasis in this project is now placed on :</p> <ul style="list-style-type: none"> - a more in-depth treatment of the movement of finance in the field of continuing training, and - the investigation of variables and indicators linking training and employment in the Member States in order to arrive at a better comparison on a transnational scale. 	G. Dupont	<p>Joint responsibility for the organization of a conference on "The relationships between training and employment: the use of data for decision-making" (joint activity CEDEFOP/Commission)</p> <p>Realization of case studies in support of the conference aimed at identifying existing information tools in seven Member States.</p> <p>Analysis of the relationship between initial/continuing training/employment (complementary activity to the preceding conference). Development of a pilot project in Portugal</p> <p>Focus II (financing of continuing vocational training): synthesis and comparative analysis of the national studies.</p>	<p>PP Conference reports (CEDEFOP documents) in preparation for publication in EN and FR;</p> <p>1 Flash (to be published early 1992)</p> <p>WP 1 report which (following a pilot application) will be subject to analysis with the unit of the Commission concerned</p> <p>WP 1 synthesis report about to be concluded</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
still 2.3021	Based on a pilot survey conducted in 1990, CEDEFOP has undertaken for the first time a study of the qualitative aspects of skill creation in enterprises (without limits being set in terms of sector or size).		<p>Analysis of the behaviour of those involved in the development of qualifications: relationship between the "formal" and "informal" training processes as related particularly to work organization.</p> <p>Preparation of studies in 9 Member States. A meeting of experts.</p> <p>Analysis of the movement of human and financial resources in the field of initial training, based on a model described in "Flash Special" 1/90.</p> <p>Extension of the analysis to cover all the Member States.</p>	<p>P National reports on the "macro" aspect, intended as a framework for complementary case studies</p> <p>WP Collection and treatment of information (in progress)</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
2.4091	<p>Vocational guidance</p> <p>(As from 1992 this project will be developed within the framework of the PETRA II programme)</p> <p>In 1991 the accent was placed on the development of terms of reference for the profiles of occupational counsellors in the twelve Member States. A synthesis of this work (together with the national studies) will serve as a basis for comparison for those concerned with the training of this group, both at national and Community levels.</p>	G. Chomé	<p>Cooperation in the production of a handbook on vocational guidance with the Commission, based on an initiative of the Bundesanstalt für Arbeit (Federal German Labour Office)</p> <p>4 meetings with experts on vocational guidance to define national and Community profiles.</p>	<p>P Flash 2/91 Current activities in the field of vocational guidance</p> <p>WP Background paper on the "European Guidance Handbook"</p> <p>PP 12 national reports on occupational profiles in the field of vocational guidance</p> <p>PP Synthesis report</p>

Number	Title/objectives/limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
3.1011	Documentation and library service, bibliographical database (permanent activity)	J. M. Adams M. Ni Cheallaigh L. Weiss M. Peschel	<ol style="list-style-type: none"> 1. Continued expansion of the on-line and publicly available bibliographical database 2. Completion of the revision of the multi-lingual thesaurus 3. Contributions to "Vocational Training" 4. Organization of the annual meeting of the documentary information network 5. Replies to 1325 enquiries 6. Dispatch of circa 250 documents to each member of the network 7. Management of book and periodicals stock 8. Continued reorganization and management of the 1300 theme-specific dossiers and sub-dossiers 9. Reorganization of in-house distribution of periodicals 10. Preparation of contract for creation of internal databases on periodicals and on books 	<p>Using the stocks built up, an improvement in the quality of the information service.</p> <p>Addition to the information stock (i.e. database, files, etc.). Flash 7/91</p> <p>WP Fortnightly bulletin with list of contents of VT periodicals received (since July)</p> <p>WP Report on the network meeting (EN, FR)</p> <p>WP report on the development of the service (EN, FR)</p> <p>WP Analysis of enquiries received (FR)</p> <p>WP dossier on principal sources of information on occupations</p> <p>PP Multilingual thesaurus in 7 language versions</p> <p>PP Transnational document on "New strategies to combat long-term unemployment in B, DK and UK" (EN)</p> <p>P Dossier on "Vocational training in the tourism sector" (FR)</p>

Number	Title/objectives/limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
3.2011	Instruments of information on the systems/structures of vocational training	J. M. Adams F. A. Clarke	<p>Preparation of the production and revision of the series of monographs describing the vocational training systems of the Member States</p> <ol style="list-style-type: none"> 1. Meeting of authors/author institutions 2. Establishing links between the monograph project and EURYDICE national dossiers 3. Evaluation of the first monographs 4. Development of proposals for graphic presentation and system for updating the monographs 	<p>WP Report on meeting with authors</p> <p>PP Draft monograph on Belgium (EN, NL), Denmark (DA), France (FR), Greece (DE), Ireland (EN), Italy (IT), Netherlands (EN, NL), Portugal (PT), United Kingdom (EN)</p> <p>P Structures of the education and initial vocational training systems in the Member States of the EC (DE, EN, FR) jointly with EURYDICE</p> <p>WP Monograph on Austria (DE only)</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
3.3171	Development of databases	V. Wurl	<p>2 coordinating meetings with TFHR</p> <p>Support of and cooperation with EUDAT</p> <p>Preparation of concept for a database on vocational training based on information collected and supplied by the members of the CEDEFOP documentation network</p> <p>Contribution to the conference on "The role of information systems for initial and continuing training in Europe" in Maastricht</p> <p>Feasibility study for a data base on "the comparability of vocational training qualifications" and "occupational profiles"</p>	WP 2 discussion papers
3.4101	Vocational training terminology (permanent activity)	B. Linshöft-Stiller	<p>1. Development of the GIIT-CEDEFOP "Vocational Training Glossary"</p> <p>2. Cooperation with Pr. 1.1071:</p> <ul style="list-style-type: none"> (a) Metalworking (b) Office/Administration and Banking/Insurance (c) Sales/Commerce (d) Transport (e) Food industry (f) Tourism (g) Civil engineering <p>3. Ad-hoc development of a Conference Glossary "Social Dialogue: Certification and Qualifications"</p>	<p>Part issue, 6 languages (see Annual Report 1990)</p> <p>9-language specialized glossaries</p> <p>(a) PP; (b) PP; (c) PP; (d-g) WP</p> <p>WP</p> <p>WP Glossary with 19 terms (D,EN,F)</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
3.5121	Journal "Vocational Training"	F. Reis	Design, organization and production of 2 issues of the journal 1 "Tomorrow's training - a challenge for trainers" 2 "Qualifications for a changing world"	PP 2 issues of the journal
4.1031	CEDEFOP FORUM for research institutes Annual conference for the exchange of information on the state of the art in vocational training research in the Member States.	F. A. Clarke	Annual meeting of directors and researchers from leading research institutes in the Member States, with participants from the EFTA countries. Theme: "New qualifications and skill shortages" Feasibility study for a "prototype" directory of vocational training research	Flash No 4/91 WP Feasibility study

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
4.2081	Mass Media and vocational training	N. Wollschläger	<p>Preparation and organization of a European competition for television productions concerned with questions of initial training and further training (PRIX CEDEFOP 1991)</p> <p>- two coordinating and information meetings held in Madrid and Paris</p> <p>Cooperation in the development of a TV education magazine ("Bildung Berlin")</p> <p>Study of the use of television for initial training and further training purposes</p> <p>Cooperation in the planning of a European co-production (ten television companies) relating to vocational training for young people</p>	<p>Prize-giving on 4.12.91 in Budapest in cooperation with the representative of the European Communities, Hungarian Television (MTV) and the National Institute for Vocational Training</p> <p>Press release</p> <p>Press conference in Brussels on 11.12.91</p> <p>Production of a pilot programme, transmitted on the Berlin cable network</p> <p>PP Study: "Possibilities for the use of television for the dissemination of information on continuing and further education in the EC"</p> <p>WP Two production team newsletters</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
4.3031	Community programme of study visits for vocational training specialists (7th year)	D. Guerra	<p>Annual meeting of national liaison officers</p> <p>Production of three thematic bibliographies</p> <p>Production of 400 documentary dossiers</p> <p>Organization of national evaluation seminars and participation at seminars organized by the national liaison officers</p> <p>Evaluation survey on the programme</p>	<p>P Annual evaluation report (DE, EN, FR, IT)</p> <p>3 thematic bibliographies</p> <p>400 documentary dossiers</p> <p>WP 12 national evaluation reports</p> <p>PP "Travel Notes": extracts of participants' reports (EN, FR)</p>

Number	Title/objectives/limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
5.1061	<p>The role of the social partners in vocational training</p> <p>This work contributes to the activities of the Social Dialogue "Education and Training Group" in the form of information dossiers compiled on request.</p>	M. Pierret B. Sellin	Two lines of action in support of the work of the "Education/Training Group" of the Social Dialogue: qualifications and training, and equal opportunities	<p>WP Information dossier concerning Community work on vocational qualifications (9 languages)</p> <p>WP Bibliography - comparability - qualifications (40 titles)</p> <p>WP Glossary (19 terms) on the theme of qualifications (DE, EN, FR) (see also Project 3.4101)</p> <p>P Equal opportunities and vocational training</p> <ul style="list-style-type: none"> ● balance after 13 years (DE, FR, EN) ● bibliography "Women and vocational training" ● evaluation of vocational training programmes in companies (9 languages)

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
5.2141	<p>Management training in small and medium enterprises</p> <p>(This project is of indefinite duration)</p>	A. Melis	<p>Production of a dossier on CEDEFOP activities for SMEs 1987-90</p> <p>European conference in Madrid on "support of businesses in the twelve Member States"</p> <p>Studies on support policies for the creation of SMEs</p> <p>Application/evaluation of SME guide in I, E, Saar-Lorraine-Luxembourg region</p>	<p>P Flash No 3/91</p> <p>P Flash No 8/91</p> <p>PP 12 national reports</p> <p>PP 1 synthesis report</p>

Number	Title/objectives/ limitations	Staff responsible	Principal Activities	Results: WP ¹ , PP ² , P ³
5.3131	<p>Training of trainers</p> <p>In 1992, work on the compilation of information relevant to the needs of trainers (above all in enterprises) and on the trends in the provision of training for trainers will be concluded.</p>	F. Reis	<p>Training needs and provision for the development and management of relevant training measures:</p> <ul style="list-style-type: none"> ● studies in B, D, E, F, I, NL, P, UK ● 3 follow-up, evaluation and control meetings <p>Technical assistance to the Commission in the production of an internal document containing proposals for Community action</p> <p>"Training of trainers - new institutional and operational structures":</p> <ul style="list-style-type: none"> ● production of a document analysing all the material accumulated by the Centre in this area <p>Technical support to the development of regional projects for the training of trainers in Spain</p> <p>Organization of a European meeting in Lisbon on the training of trainers</p>	<p>WP Final reports for B, D, NL and UK Interim report: ES</p> <p>WP of TFHR</p> <p>CEDEFOP document in DE, EN, ES, FR, IT</p> <p>Creation of a European network for the exchange of information, expertise and appropriate instruments</p> <p>PP Flash and a report</p>

Annexes

1. List of Members of the Management Board

Member State	Government representatives	Representatives of employers' organizations	Representatives of employees' organizations
Belgium	M. Alphonse Verlinden Directeur Général à l'Administration de l'Emploi Ministère de l'Emploi et du Travail 53, rue Belliard 1040 Bruxelles	M. Alfons de Vadder FEDIS Rue Saint-Bernard 60 1060 Bruxelles	Mme Anne Françoise Theunissen Confédération des Syndicats Chrétiens de Belgique 121, rue de la Loi 1040 Bruxelles
Denmark	Fru Birgit Bududu Undervisningsministeriet Erhvervsuddannelsesafdelingen H.C. Andersens Boulevard 43 1553 København V	Fru Margit Hurup Grove Dansk Arbejdsgiverforening Vester Voldgade 113 1552 København V	Hr. Niels Lykke Jensen Landesorganisationen i Danmark (LO) Rosenørns Alle 12 1970 København V
Germany	Herr Dr. Ulrich Haase - UA III A - Bundesministerium für Bildung und Wissenschaft Stresemannstraße 2 5300 Bonn 2	Herr Helmut Brumhard Geschäftsführer des Kuratoriums der Deutschen Wirtschaft für Berufsbildung Buschstr. 83 5300 Bonn 1	Herr Heinz-Peter Benetreu Leiter der Abteilung Berufliche Bildung beim DGB-Bundesvorstand Hans-Böckler-Straße 39 4000 Düsseldorf 1
Greece	Mr Nicholas Iliadis Pedagogical Institute Mesageion Avenue 396 15341 Athens	Mr E. Boumis Titan Cement Dragatsaniou 8 10559 Athens	Mr Georgios Dassis Confédération Générale du Travail de Grèce Bureau de liaison 218, rue Stévin 1040 Bruxelles
Spain	Sr. Eduardo Ruiz Muñoz de Baena Sub-Director General del Instituto Nacional del Empleo Ministerio de Trabajo e de Seguridad Social Calle Condesa de Venadito 9 28027 Madrid	Sr. Julio Sanchez Fierro Confederación Española de Organizaciones Empresariales (CEOE) Diego de León, 50 28006 Madrid	Sr. José Manzanares Nuñez Secretario de Formación Confederal Union General de Trabajadores (U.G.T.) C/Hortaleza, 86-88 28004 Madrid

Member State	Government representatives	Representatives of employers' organizations	Representatives of employees' organizations
France	M. Gérard Vanderpotte Ministère des Affaires Sociales et de l'Emploi Délégation à la Formation Professionnelle 50-56, rue de la Procession 75015 Paris	M. Daniel van Elslande Chef du Service Enseignement-Formation Conseil National du Patronat Français 31, Avenue Pierre 1 ^{er} de Serbie 75116 Paris	Mme Marie Odile Paulet UCC-CFDT (Union confédérale des Cadres CFDT) 47, avenue Simon Bolivar 75950 Paris CEDEX 19
Ireland	Mr Gerry Pyke FAS - The Training & Employment Authority P.O. Box 456 27-33 Upper Baggot Street Dublin 4	Mrs Christine Whyte National Rehabilitation Board 24-25 Clyde Road Dublin 4	Mr Kevin Duffy Irish Congress of Trade Unions 19 Raglan Road Dublin 4
Italy	Dott. Mario Alberigo Consigliere del Presidente del Consiglio dei Ministri Palazzo Chigi 00186 Roma	Dott. Vincenzo Romano 242a, Avenue de Tervueren 1150 Bruxelles	Dott. Saul Meghnagi I.R.E.S. Via Sanat Teresa 23 00198 Roma
Luxembourg	M. Jean Tagliaferri Professeur-Attaché au Ministère de l'Education Nationale et de la Jeunesse 29, rue Aldringen 2910 Luxembourg	M. Eugène Muller Directeur de la Chambre des Métiers 41, rue Glesener Luxembourg	M. Mario Castegnaro Chambre de Travail BP 1263 1012 Luxembourg
Netherlands	De heer Drs P. van den Dool Ministerie van Onderwijs en Wetenschappen Europaweg 4 P.O. Box 25000 2700 LZ Zoetermeer	De heer Th.H. van Vuren Nederlands Christelijk Boeren en Tuindersverbond (C.B.T.B.) Sweelinckstraat 30 2517 GD Den Haag	Mw. Gerda Verburg Christelijk National Vakverbond (CNV) Postbus 2475 3500 GL Utrecht

Member State	Government representatives	Representatives of employers' organizations	Representatives of employees' organizations
Portugal	Sr. Artur Pereira da Mota Presidente da Comissao Interministerial para o Emprego Av. da Republica, 62-8° DT° 1000 Lisboa	Sr. José Manuel Protes da Fonseca Directeur I.P.E. 11, Avenida Julio Dines 1000 Lisboa	Sr. João Antonio Gomes Proença União Geral de Trabalhadores Rua Buenos Aires, 11 1200 Lisboa
United Kingdom	Mr John Fuller Head of Qualifications & Standards Branch Employment Department Moorfoot Sheffield S1 4PQ	Mr Ken Edwards 53 Bedford Road Rushden Northants NN10 OND	Mr Fred Jarvis 92 Hadley Road New Barnet Herts EW5 5QR

Representatives of the Commission of the European Communities

Mr. Hywel C. Jones
Director
Task Force: Human Resources, Education,
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Commission of the European Communities
200, rue de la Loi
1049 Bruxelles

Dott. Duilio Silletti
Mr Ricardo Charters d'Azevedo
Task Force: Human Resources, Education,
Training and Youth
Commission of the European Communities
200, rue de la Loi
1049 Bruxelles

Observers

Hr. Bernard Arnold
Employers' Liaison Committee - ELC
rue Joseph-II, 40/B 4
1040 Bruxelles

M. Jean Lapeyre
European Trade Union Confederation
37, rue Montagne-aux-Herbes-Potagères
1000 Bruxelles

2. List of Staff

As of 31 December 1991, the Centre had a staff of 71 (69 in the list of posts and 2 local staff).

Directorate

3 A posts: Ernst Piehl, Director
Corrado Politi, Deputy Director
Enrique Retuerto de la Torre, Deputy Director

3 C posts: Christine Sonzogni Marise Alberts⁽⁴⁾ Nicole Weyland⁽³⁾

Studies and periodicals

14 A posts: Michael Adams ⁽²⁾ Benoist Bazin
Tina Bertzeletou Gesa Chomé
Francis Alan Clarke Georges Dupont
Peter Grootings Duccio Guerra
Françoise Labejof Africa Melis
Maria Pierret Fernanda Reis
Frédérique Rychener Burkart Sellin
Norbert Wollschläger

2 B posts: M.- Françoise Chatelain Catherine Presle

14 C posts: Manuela Biele Gundula Bock
Madeleine Cazals Heidi Führmann
Sandra Hayman Teresa Henriques ⁽¹⁾
Jette Kristensen⁽¹⁾ Paola Lino ⁽¹⁾
Despo Mourmouris ⁽¹⁾ Chantal Moysan
Heinz Neumann Maryse Roberts ⁽¹⁾
Amaia Rodriguez ⁽¹⁾ Marlies van Hoof

Publications

1 A post: Bernd Möhlmann 1 D post: Peter Mögenburg
1 B post: Barbara de Souza 1 local post: Gösta Friese
1 C post: Vespa Rous ⁽¹⁾

(1) Employed part-time in the Translation Service

(2) Employed part-time in the Documentation Service

(3) Employed part-time in the Publications Service

(4) Employed part-time in the Studies and Periodicals Service

Information and documentation

- 1 A post: Michael Adams⁽⁴⁾
- 4 B posts: Martina Ni Cheallaigh
Maryse Peschel
Letizia Weiss
Marieke Zwanink (Brussels)

Interpretation and conference service

- 1 A post: Brigitte Linshöft-Stiller (Head)
- 2 C posts: Doris Herrmann
Ingrid Zagerski

Translation service

- 9 A posts: Giancarlo Caronello
Anna-Grethe Dølberg-Schomburg
Birgit Domscheit
Nuno Maria do Paço Quesado
Agnes Heuer
Chantal Jereczek
Colin McCullough
Luis Felipe Orobon
Maria Tavlaridou-Steuck
- 1 B post: Alison Clark

Administration and general services

- 1 A post: Marino Riva (Head)
- 6 B posts: Anton Atayee
Guy Münster
Volker Wurl
- 4 C posts: Hildegard Cernitori
Wolfgang Tang
- 1 local post: Rita Vogel
- Chantal Cambrelin
Sabine Reich
Bernhard Ziech
- Marion Strissel
Marie-Jeanne Tchdry

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.

4. List of CEDEFOP publications which appeared in 1991

No.	Title	Language
I	Continuing education and training	
1	Survey on the policy of continuing training in large firms	EN
2	Enquête sur la politique de formation continue dans les grandes entreprises	FR
3	Perspektiven der Weiterbildung - Zusammenarbeit in Ost- und Westeuropa 3.Europäischer Weiterbildungskongreß, Berlin, 14. und 15. März 1991 Kongreßdokumentation	DE
4	Perspectives for continuing education and training - Cooperation between Western and Eastern Europe 3 rd European Congress on Continuing Education and Training, Berlin, 14-15 March 1991 Congress papers	EN
5	Formation continue en entreprise et métiers de la formation en République fédérale d'Allemagne	FR
6	Continuing training in firms and trainer development in Italy	EN
7	Formation continue en entreprise et métiers de la formation en Italie	FR
8	Formazione continua in azienda e sviluppo della professione dei formatori in Italia	IT
9	Betriebliche Weiterbildung und Entwicklung des Ausbilderberufs in der Bundesrepublik Deutschland	DE
10	Continuing training in firms and trainer development in Germany	EN
11	Continuing training in firms and trainer development in the Netherlands	EN
12	Formation continue en entreprise et métiers de la formation aux Pays-Bas	FR
13	Continuing training in firms and trainer development in Britain	EN
14	Formation continue en entreprise et métiers de la formation au Royaume-Uni	FR
15	Continuing training in firms and trainer development in France	EN
16	Formation continue en entreprise et métiers de la formation en France	FR

No.	Title	Language
II	Training of trainers	
17	Training of trainers in Portugal	EN
18	Formation des formateurs au Portugal	FR
19	Formação de formadores em Portugal	PT
20	Les métiers de la formation en entreprise	FR
21	Die Ausbildung von Ausbildern: Probleme und Entwicklungstendenzen	DE
22	Training of trainers: problems and trends	EN
23	Formación de formadores: problemática y evolución	ES
24	Formation des formateurs: problématique et évolutions	FR
III	Vocational training systems / systems analysis	
25	Das berufliche Bildungswesen in Frankreich	DE
26	Vocational training in the Federal Republic of Germany. Third edition	EN
27	Structures of the Education and Initial Training Systems in the Member States of the European Community	EN
28	The enterprise and its role in the production of qualifications: constitution and development of medium-level qualifications in Germany and France - a comparison	EN
29	L'entreprise et son rôle dans la qualification: création et développement de qualifications aux échelons intermédiaires en Allemagne et en France -une comparaison	FR
IV	Costs and funding	
30	The financing of continuing vocational training in France	EN
31	Le financement de la formation professionnelle continue en France	FR
32	Study on the financing of continuing vocational training in Ireland	EN
33	Financing continuing vocational training in Portugal	EN

No.	Title	Language
34	Le financement de la formation professionnelle continue au Portugal	FR
35	O financiamento da formação profissional contínua em Portugal	PT
36	The financing of continuing training in Italy	EN
37	Le financement de la formation professionnelle continue en Italie	FR
38	La formazione professionale continua in Italia	IT
39	Finansiering af Efteruddannelse i Danmark	DA
40	The financing of continuing training in Denmark	EN
41	Le financement de la formation professionnelle au Danemark	FR
42	The financing of adult vocational education in the Netherlands	EN
43	Financement de la formation professionnelle des adultes aux Pays-Bas	FR
44	The financing of continuing vocational training in Belgium	EN
45	Le financement de la formation professionnelle et en particulier celui de la formation des adultes en Grèce	FR
46	Le financement de la formation professionnelle et en particulier celui de la formation des adultes en Grèce	GR
47	Länderstudien zur Finanzierung der beruflichen Bildung unter besonderer Berücksichtigung der Weiterbildung für Erwerbspersonen in Deutschland	DE
48	Country studies on the financing of vocational training with particular reference to continuing training for the gainfully employed	EN
49	Etudes nationales sur le financement de la formation professionnelle se référant plus particulièrement à la formation continue des salariés en République fédérale d'Allemagne	FR
V	Small and medium-sized enterprises	
50	Ausbildung von Führungskräften aus Klein- und Mittelbetrieben Einleitung, Leitfaden 1-5, Bibliografie	DE

No.	Title	Language
51	Training for small businesses in the European Community Introduction, Guide 1-5, Bibliography	EN
52	La formación para la gestión de las pequeñas y medianas empresas Introducción, Guía 1-5, Bibliografía	ES
53	Formation à la gestion des petites et moyennes entreprises Introduction, Guide 1-5, Bibliographie	FR
54	La formazione alla gestione per le piccole e medie imprese Introduzione, Guida 1-5, Bibliografia	IT
55	Beiträge zum Seminar über "Unternehmensgründung: Die Rolle der Ausbildung im Rahmen der politischen Förderungsmaßnahmen" (CEDEFOP, Berlin, Juni 1990)	DE
56	Papers presented at the Seminar on "Small-business start-up: support policies and the role of vocational training" (CEDEFOP, Berlin, June 1990)	EN
57	Ponencias presentadas en el seminario sobre "Creación de empresas: políticas de apoyo y papel de la formación" (CEDEFOP, Berlin, junio de 1990)	ES
58	Contributions présentées au séminaire "Création d'entreprise: politique de soutien et rôle de la formation" (CEDEFOP, Berlin, juin 1990)	FR
59	Relazione presentata al seminario sulla "Creazione d'impresa: politiche di supporto e ruolo della formazione" - (CEDEFOP, Berlino, giugno 1990)	IT
60	Support policies for business start-ups and the role of training - National reports from France, Italy, Spain, United Kingdom and synthesis report	EN
61	Creación de empresas: políticas de apoyo y papel de la formación. Informes nacionales de Francia, Italia, España y Gran Bretaña.	ES
62	Création d'entreprises: politiques de soutien et rôle de la formation - Rapports nationaux sur la France, l'Italie, l'Espagne, le Royaume-Uni et rapport de synthèse	FR

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63	Creazione d'impresa: politiche di supporto e ruolo della formazione. Rapporti nazionali dalla Francia, Italia, Spagna, Gran Bretagna e relazione riassuntiva	IT
64	Analysis and evaluation of databases on business and management training schemes for small and medium-sized enterprises in the European Community	EN
VI Professional profiles		
65	Berufsprofile und Beschäftigungsstrukturen im Umweltschutz in der Metall- und chemischen Industrie - Bundesrepublik Deutschland	DE
66	Occupational and qualification structures in the field of environmental protection in the metal and chemical industries - Study on the Federal Republic of Germany	EN
67	Protection de l'environnement - Profils professionnels dans l'industrie chimique et métallurgique - Etude sur la République fédérale d'Allemagne	FR
68	Vocational Training in the Tourist Industry	EN
69	La formation professionnelle dans le secteur du tourisme	FR
70	Analyse der Berufs- und Qualifikationsstruktur im Fremdenverkehr in Deutschland	DE
71	Analyse de la structure des profils professionnels dans le secteur touristique en République fédérale d'Allemagne	FR
72	Analyse de la structure des profils professionnels dans le secteur touristique en France	FR
73	Analyse de la structure des profils professionnels dans le secteur touristique en Italie	FR
74	Analisi della struttura dei profili professionali nel settore turistico in Italia	IT
75	Analyse de la structure des profils professionnels dans le secteur touristique au Portugal	FR
76	Análise da estrutura dos perfis profissionais no sector do turismo em Portugal	PT

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77	The structure of professional profiles for tourism in the United Kingdom	EN
78	Description of a framework of macro-profiles (archetypes)	EN
79	Analyse de la structure des profils professionnels dans le secteur touristique en Grèce	FR
80	Occupational and qualification structures in the field of environmental protection in the metal and chemical industries in Italy	EN
81	Struttura dell'occupazione e delle professioni nel campo della protezione ambientale nelle industrie metalmeccaniche e chimiche in Italia	IT
82	Occupational and qualification structures in the field of environmental protection in the metal and chemical industries in the United Kingdom	EN
83	Occupations in the Hotel Tourist Sector within the European Community - A comparative Analysis	EN
84	Les professions du secteur tourisme-hôtellerie dans la Communauté	FR
85	Le professioni nel settore turistico alberghiero in ambito comunitario - una analisi comparata	IT
86	Vocational profiles and training requirements of foremen and overseers in the textile/clothing sector in Portugal	EN
VII	Equality of opportunity between men and women	
87	Chancengleichheit und Berufsbildung - Bilanz nach 13 Jahren Arbeitsergebnisse des CEDEFOP-Frauenprogramms 1977-1990	DE
88	Equal opportunities and vocational training - 13 years on The results of CEDEFOP's programme for women 1977-90	EN
89	Egalité des chances et formation professionnelle - Un bilan après treize ans Le programme "femmes" du CEDEFOP 1977-1990	FR
90	Chancengleichheit und Berufsbildung Auswertung betrieblicher Aus- und Weiterbildungsprogramme für Frauen	DE
91	Equal opportunities and vocational training Evaluation of in-company vocational training schemes for women	EN

No.	Title	Language
92	Egalité des chances et formation professionnelle Evaluation de programmes de formation dans des entreprises	FR
93	Bibliography - Women and vocational training Bibliographie - Femmes et formation professionnelle	EN/FR
VIII	Distance learning	
94	Guide to transnational cooperation in the field of distance training	EN
IX	Career guidance	
95	A summary report on the services available for the unemployed and especially the long-term unemployed in Denmark, the FRG, France, Italy, the Netherlands, Portugal, Spain and the UK	EN
96	Transnationale berufliche Orientierung und Ausbildung für Jugendliche und Erwachsene - Synthesebericht von in acht Ländern im Auftrag von CEDEFOP durchgeführten Untersuchungen	DE
X	Initial vocational training	
97	Gestaltung beruflicher Erstausbildung in Unternehmungen. Eine Diskussion am Beispiel neuer Technologien in der industriellen Produktion	DE
XI	About CEDEFOP	
98	Årsberetning 1990	DA
99	Jahresbericht 1990	DE
100	Annual Report 1990	EN
101	Informe anual 1990	ES
102	Rapport annuel 1990	FR

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103	Annual Report 1990	GR
104	Relazione annuale 1990	IT
105	Jaarverslag 1990	NL
106	Relatório anual 1990	PT
XII	CEDEFOP flash	
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107	Ikke hjælp, men samarbejde! 3. Europæiske Efter- og Videreuddannelseskongres, Berlin 14.-15. marts 1991	DA
108	Nicht Hilfe, sondern Zusammenarbeit! 3. Europäischer Weiterbildungskongress Berlin, 14.-15. März 1991	DE
109	Not aid, cooperation: 3rd European Congress on Continuing Education and Training, Berlin 14-15 March 1991	EN
110	No ayuda sino colaboración Tercer Congreso Europeo de la Formación continua, Berlin, 14 y 15 de marzo de 1991	ES
111	Coopération, pas assistance - 3ème Congrès européen sur la formation continue, Berlin, 14-15 mars 1991	FR
112	Not aid, cooperation: 3rd European Congress on Continuing Education and Training, Berlin 14.-15. March 1991	GR
113	Non aiuti, ma cooperazione! 3° Congresso europeo sulla formazione continua. Berlino 14-15 marzo 1991	IT
114	Geen hulp, maar samenwerking! 3e Europees congres over bij- en nascholing, Berlijn, 14-15 maart 1991	NL

No.	Title	Language
115	Ajuda, não! Colaboração, sim! 3. Congresso Europeu de Formação Continua, Berlín, 14-15 Março de 1991	PT
116	Nicht Hilfe, sondern Zusammenarbeit! 3. Europäischer Weiterbildungskongreß Berlín, 14.-15. März 1991	RU
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117	Laufende Aktivitäten auf dem Gebiet der beruflichen Orientierung	DE
118	Current Activities in the field of vocational guidance	EN
119	Actividades actuales en el campo de la orientación profesional	ES
120	Activités actuelles dans le domaine de l'orientation professionnelle	FR
121	Attività in corso nel settore dell'orientamento professionale	IT
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122	Bericht über die abgeschlossenen und noch laufenden Aktivitäten im Bereich "Klein- und Mittelbetriebe"	DE
123	Dossier on completed and ongoing activities in the field of "Small and medium-sized enterprises"	EN
124	Informe sobre las actividades realizadas y en curso de realizacion en el campo de las "Pequeñas y medianas empresas"	ES
125	Dossier sur les activités réalisées et en cours dans le domaine "Petites et moyennes entreprises"	FR
126	Documentazione sulle attività concluse od in corso di realizzazione relative al settore "Piccole e medie imprese"	IT
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127	CEDEFOP Forum 1991	DA
128	CEDEFOP Forum 1991	DE
129	CEDEFOP Forum 1991	EN

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130	Foro CEDEFOP 1991	ES
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133	Forum CEDEFOP 1991	IT
134	CEDEFOP Forum 1991	NL
135	CEDEFOP Forum 1991	PT
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136	Weiterbildung von Langzeitarbeitslosen	DE
137	Continuing education and training of the long-term unemployed	EN
138	Formación continua para parados de larga duración	ES
139	La formation continue des chômeurs de longue durée	FR
140	La formazione continua dei disoccupati di lungo periodo	IT
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141	Eine europäische Untersuchung der Berufsprofile im Bereich der Erhaltung des architektonischen Erbes	DE
142	European research into occupational profiles in the conservation of the architectural heritage	EN
143	Un estudio europeo sobre los perfiles profesionales en el campo de la conservación del patrimonio arquitectónico	ES
144	Une étude européenne sur les profils professionnels dans le domaine de la conservation du patrimoine architectural	FR
145	Una ricerca europea sui profili professionali nell'ambito della conservazione del patrimonio architettonico	IT

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146	Ausgewählte Liste der Gemeinschafts- und Internationalen Einrichtungen	DE
147	Selective List of Community and International Organizations	EN
148	Liste sélective des organismes communautaires et internationaux	FR
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149	Europäische Konferenz: "Programme zur Förderung der Unternehmensgründung in den EG-Staaten: Die Rolle der Ausbildung" (Madrid, 24.-25.Oktober 1991)	DE
150	European Conference: "Training for start-ups: Existing programmes and policies in the 12 Member States of the EC" (Madrid, 24-25 October 1991)	EN
151	Conferencia Europea: "Les programas de apoyo a la creación de empresa en los países de la CE: El papel de la formación" (Madrid, 24-25 Octubre 1991)	ES
152	Conférence européenne: "Les programmes de soutien à la création d'entreprise dans les pays de la CE: le rôle de la formation" (Madrid, 24 et 25 octobre 1991)	FR
153	European Conference: "Training for start-ups: Existing programmes and policies in the 12 Member States of the EC" (Madrid, 24-25 October 1991)	GR
154	Conferenza Europea: "I programmi di supporto alla creazione d'impresa nei paesi della CEE: il ruolo della formazione" (Madrid, 24 - 25 ottobre 1991)	IT
155	Conferência Europeia: "Os programas de apoio à criação de empresa nos países da CE: O papel da formação" (Madrid, 24-25 de Outubro de 1991)	PT
156	Europäische Konferenz: "Programme zur Förderung der Unternehmensgründung in den EG-Staaten: Die Rolle der Ausbildung" (Madrid, 24.-25.Oktober 1991)	RU

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XIII	Journal "Vocational Training"	
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157	Erfarne medarbejdere - skjulte reserver	DA
158	Erfahrene Mitarbeiter - die stillen Reserven	DE
159	Experienced workers - reserve capital	EN
160	Trabajadores experimentados: un potencial utilizable	ES
161	Employés expérimentés: un potentiel inexploité	FR
162	Experienced workers - reserve capital	GR
163	L'esperienza professionale, un capitale sottovalutato	IT
164	Ervaren medewerkers - een stille reserve	NL
165	Trabalhadores experimentados - Um capital de reserva	PT
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166	Fremtidens erhvervsuddannelse - en udfordring til underviserne	DA
167	Ausbildung für morgen - eine Herausforderung für die Ausbilder	DE
168	Tomorrow's training - a challenge for trainers	EN
169	La formación del futuro y los formadores	ES
170	Former demain: quels formateurs?	FR
171	Tomorrow's training - a challenge for trainers	GR
172	Formazione domani: una sfida per i formatori	IT
173	Opleiders met het oog op morgen	NL
174	A formação de amanhã - Um desafio para os formadores	PT



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