

Annual report 1992

CEDEFOP



Vocational training in the European Community 1992

Annual report 1992
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on 19 March 1993

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Table of contents

Introduction	7
Area of Activity A	9
Contributions to the European Labour Market	
Project 1.1072: Comparability of vocational training qualifications.	9
Project 1.2152: Directory of occupational profiles	11
Project 1.2152: Directory of occupational profiles. Section: Occupational profiles for environmental protection including architectural conservation	12
Area of Activity B	13
Contributions to economic and social cohesion of the Community	
Project 2.1062: Evaluation of the impact of vocational training in a regional context	13
Project 2.2052: Continuing vocational training, in particular sectoral analysis within the context of the FORCE programme (4)	14
Project 2.3022: Analysis of the development of initial and continuing vocational training systems.	15
Project 2.4092: Vocational guidance	16
Project 2.5132: Analysis of how those involved, in particular entrepreneurs, behave in constructing qualifications.	16
Area of Activity C	19
Contributions to European Vocational Training Area	
Project 3.1012: Instruments of information on the systems/structures of vocational training	19
Project 3.2102: Terminology of Vocational Training	20
Project 3.3122: Periodicals	21
Area of Activity D	25
Contributions to Innovative European Vocational Training Area	
Project 4.1042: CEDEFOP Forum for research institutions	25
Project 4.2082: Mass media and vocational training	26
Project 4.3032: EC Programme of Study Visits	27

Area of Activity E	29
Contributions to European Area for social dialogue and labour relations	
Project 5.1062: The role of the social partners in vocational training and their priority themes in the Social Dialogue	29
Project 5.2142: Management Training in small and medium-sized enterprises (including cooperatives and craft industries)	30
Project 5.3132: Training of trainers	32
Project 5.4152: Platform for contacts and information exchange with vocational training representatives from non-EC countries	32
Area of Activity F	35
Permanent Tasks and Services	
Permanent Tasks	
Project 6.1012: Library and Documentation Service	35
Liaison office in Brussels	36
Project 6.2172: Information technology and databases	36
Project 6.3122: Occasional publications	37
Services	
1. Administration and General Services	38
2. Translation Service	38
3. Interpretation and Conference Service	39
4. Visitors Service	39
Synopsis	
Table of projects	41
Human and Financial Resources	71
Source references	75
Annex	
1. Extract from the Council Regulation establishing CEDEFOP	77
2. List of members of the Management Board	78
3. List of staff	80
4. List of publications issued by CEDEFOP in 1992	82

Introduction



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This report on implementation of the 1992 Work Programme covers the final year of the Action Guidelines 1989-1992, the phase marking completion of the European Single Market and the process of major economic, social and political integration. The many activities linked to the 1986 Single European Act was a particular challenge to all involved in vocational training. In the years that followed, the European role of vocational training assumed a profile, as demonstrated by the Maastricht Treaty which in 1992 terminated preparation for European Union. A separate report on implementation of the Action Guidelines over this period will place vocational training activities in this context.

In 1992 the work of CEDEFOP covered five main areas (A - E) and was supported by the general and professional services (Area F).

Priority was given to preparing for the **European Labour Market** (Area A) in line with the Council Decision of 16 July 1985 on the comparability of vocational training qualifications between Member States of the European Community in order to conclude work on this procedure at skilled worker level. This and other activities made the labour market more transparent. Among activities linked to the **economic and social cohesion within the Community**, (Area B), there were a number of specialized studies on relationships and factors which shed light on the role of vocational training in structural planning, particularly within the Community FORCE and PETRA programmes. Work in connection with the **European Vocational Training Area** (Area C) and **Europe - the Innovative European Vocational Training Area** (Area D) consisted of preparing specialized publications and information and of promoting communication and the exchange of views. The **European Area for Social Dialogue and Labour Relations** (Area E) aimed to further cooperation between the various groups involved in vocational training.

This report addresses the four main partners represented on the Management Board (on which the Commission is represented by Task Force, Human Resources, Education, Training and Youth) and other Community institutions, in particular the Court of Auditors and the European Parliament. The following report explains implementation of the 1992 Work Programme, the listed projects adopted by the Management Board and provides information on the permanent tasks and services. The synopses contain information in tabular form on the use of financial and human resources and on the

results of the projects. An annex lists publications issued by CEDEFOP in 1992. Both the periodicals and occasional publications which were distributed to Management Board members and which reach a large circle of readers provide more detailed information on the results of work which can only be presented in summary form in this report.

During 1992 CEDEFOP's work was given new medium-term orientations. After a Management Board ad-hoc group had prepared the "Action

Guidelines 1993-1997", which envisaged substantial change, in particular, regarding CEDEFOP's research work, an external consultant was contracted to examine the demands this would place on the operations of CEDEFOP. This report was compiled in the last quarter of 1992 and submitted to the Management Board early in 1993.

The Management Board expresses thanks to all involved in CEDEFOP's work throughout the year.

Contributions to the European Labour Market

Creating the conditions for a European labour market to facilitate the free movement of workers within the Community was part of Community preparations for the European Internal Market. To attain this, mechanisms are needed which ensure easy recognition of the skills of incoming workers in the Member States. This requires overcoming in a systematic way the differences in the qualification and certification systems in the Member States. Community measures included, in addition to mutual recognition, a procedure ascertaining the comparability of vocational training qualifications (1), a task entrusted to CEDEFOP in 1985 by the Commission on behalf of the Council (see project 1.1072). Work was to be completed by the end of 1992. CEDEFOP has accomplished this task.

CEDEFOP's success in this field can be measured by the way in which it has given priority to implementing the Council Decision on comparability and the increased value derived from the procedures and the results. CEDEFOP was also prepared to adopt a variety of approaches. It carried out preparatory work on another method of classifying skills (see project 1.2152). Based on an analysis of labour processes, this work compared the components of functions and qualifications to identify elements of a system through which parties concerned could communicate. A directory of occupational profiles composed of defined elements should facilitate the transferability of occupational skills between various labour processes.

On 3 December 1992 the Council adopted a resolution on the transparency of qualifications (2) to bring clarification to the Community labour

market. The term transparency signifies the intention to maintain the national specific characteristics in the multiplicity of European vocational training systems while achieving mobility. In this context the Commission has been given the responsibility of proposing suitable instruments for information and communication purposes. In formulating these proposals the Commission will also utilize the expertise of CEDEFOP.

Project 1.1072: Comparability of vocational training qualifications.

The task entrusted to CEDEFOP by the Commission in connection with the Council Decision (1) cited in the introduction referred to the comparability of qualifications at skilled worker level, i.e. at level 2 of the 5 levels cited in the annex to the Council Decision.

1. The following contains a list of sectors in which the Member State experts reached agreement on selected occupations at this level. The numbers refer to the Official Journals publishing a description of the agreed occupational requirements for the occupations examined. These also contain comparative tables with the title of the qualifications of the Member State, the institutions providing vocational training and the organizations entitled to award qualifications.

To date comparability has been published for a total of 173 occupations in 15 sectors. In the meantime a further 36 occupations in the last four sectors listed above have been examined by CEDEFOP and publication of the results is pending. By the middle of 1993 the findings for

209 occupations in 19 sectors will have been published, comprising some 90% of the skilled workers employed at this level.

2. In 1992 conferences were planned for the sectors "Printing and media", "Iron/Steel", "Leather and leather goods" and "Wood". These

Table 1: Sectors for which agreement was reached for selected occupations at skilled worker level

Sectors	Official Journal No.
Hotel, restaurant, catering (HORECA)	C 166/89
Motor vehicle repair	C 168/89
Construction	C 292/89
Electrical/electronics	C 321/89
Agriculture (including horticulture and forestry)	C 83/90
Textile - clothing	C 253/90
Metal working	C 196/91
Textile - industry	C 318/91
Sales - commercial sector	C 42/92
Office, administration, banking and insurance	C 108/92
Chemistry and process industry	C 262/92
Food industry	C 292/92
Tourism	C 320/92
Transport	C 338/92
Civil engineering	C 20/93
Printing and media	C
Iron/steel	C
Leather and leather goods	C
Wood	C

conferences were the culmination of the complex procedure in which the Member State representatives ascertained jointly comparability using the methods which CEDEFOP had helped to formulate. Agreement on practical vocational requirements was reached in all four sectors and the results were submitted via the Commission to the Member States for final approval.

CEDEFOP's terminological support using modern technology also helped to speed up the procedure of comparability (see 3.2102). The methods applied produced terminological output which went into the preparation of specialized glossaries for the sectors examined.

Swift conclusion of the comparability work meant that remaining resources were freed to support the Commission in cooperating with the national coordinators to implement the Council Decision. As a result, a glossary of selected terms on the topic of qualifications and certification was produced at the request of the social partners and the EC-Commission. This should promote development of Community activities (see 3.2102).

3. On the basis of the national assessment reports compiled in 1992 and a summary assessment by the Commission and considering the Joint Opinion of the social partners on issues relating to Community activities in the sphere of qualifications and certification, under the presidency of the United Kingdom a Council Resolution was adopted on the transparency of qualifications (2). This Resolution should have a major impact on new Community initiatives in the coming years. As a follow-on to it the Commission will present its proposals to the Council.

After consulting the national coordinators and in close collaboration with the Commission, two feasibility studies on the present state and the networking of Member State databases on qualifications were made. Both the Council Decision of 1985(1) and that of 1990 (3) make provisions for this.

The findings of these studies were discussed by Member State experts at the "European Vocational Counselling Conference" in Nuremburg in November 1992 at which CEDEFOP organized a workshop (see CEDEFOP Flash 3/93).

In addition, a working group of government representatives which, chaired by the EC Commission, met in CEDEFOP for preliminary work on Community-wide introduction of standard documents testifying to an individual's qualifications (working title: individual portfolio) was given support.

Project 1.2152: Directory of occupational profiles

In 1992 work was completed on testing methods developed by CEDEFOP for a comparative analysis of occupational profiles. The project aimed to solve the problem of transferability/recognition of occupational skills in the context of worker mobility in the Community.

A joint system of reference terms was set up to render occupational structures in the Member States more transparent. The method was tested in three sectors (audiovisual media, electronics and tourism) in several countries.

Work included improving the instruments for classifying data (nomenclature of standard descriptors for occupational tasks) and applying these to other occupational characteristics (e.g. skills) which had not been taken into consideration in the initial testing phase.

Groups of national experts were set up for each of the sectors (experts from the sectors and vocational training experts); they acted in a consultative capacity and constructed the occupational profiles at national level. These formed the basis for comparisons at Community level in order to check the suitability of the methods (efficiency and conditions under which they can be applied).

Careful analysis of the project completed in 1992 will provide greater insight. In the meantime a number of fields of application have been found and both national and international organizations have expressed an interest in the comparative methods developed by CEDEFOP.

In the course of 1992 a Forum aiming to identify problems and areas requiring analysis was organized to examine the issue of occupational skills. Three workshops were organized in which smaller expert groups were able to exchange views:

- in Barcelona (Spain and Italy);
- in Paris (France and Germany);
- in London (Britain, Ireland and the Netherlands).

The workshops on occupational skills helped to clarify different national points of view and ap-

proaches. Their findings do not conclude the work but open perspectives for future work which will not be confined to CEDEFOP.

An annotated bibliography on the topic "Occupations, occupational qualifications" was compiled in the 12 Member States (see project 4.3032) in cooperation with the Centrum Innovatie Beroepsopleiding Bedrijfsleven (CIBB). This contains information on the most recent and important studies and research reports on the topic and aims to provide guidance to research institutes, in particular.

Project 1.2152: Directory of occupational profiles. Section: Occupational profiles for environmental protection including architectural conservation

Occupational profiles in environmental protection occupy a particular place in this project since, for the most part, they are based on additional qualifications for existing occupations which could only be identified on an empirical basis. The same applies to architectural conservation.

In 1992 examination of the following three selected areas was completed:

- "environment profiles" in the chemical and metal industries (Germany, Italy, the Netherlands, United Kingdom)
- "environment profiles" in public service (Germany, France, Italy, United Kingdom)
- occupational profiles for conservation and restoration of the architectural heritage.

Part of these studies has already been published.

One of the major findings of work in the metal and chemical industries and public service was that the range of tasks and the qualification profiles in the various Member States were very similar. Findings on education and training requirements as well as the offer of training did not diverge significantly.

The results of work on occupational profiles for conservation and restoration of the architectural heritage demonstrate a large deficit in specialized training as well as low status and remuneration for tasks carried out by highly skilled manpower in comparison to other occupations in the construction industry.

This is to be viewed as an alarm signal in the light of the need for architectural conservation of our cultural heritage in Europe.

A new project was prepared on analysis and comparison of the existing training and continuing training provisions in eight Member States, on identifying elements they have in common and on formulating improvements. The topic of the project is "environmental training in agriculture and the restoration of nature". A feasibility study launched in July 1992 and encompassing Germany, France, Spain and the United Kingdom, has been conceived in such a way as to permit the participating Member States (DK, D, E, F, I, NL, P, UK) to incorporate their proposals. A draft interim report on the feasibility was discussed with experts from these countries and the report will be available in 1993.

Contributions to economic and social cohesion of the Community

In 1992 work in this area included basic research on the ways in which vocational training systems operate and on the generation of qualifications (two projects) and applied research to support the Community FORCE(4) and PETRA(5) programmes (three projects).

Analysis of the ways in which vocational training systems operate constitutes basic research (see project 2.3022). Whereas other areas of work (see Area C) adopt a static approach to national vocational training systems in order to make comparisons, in this area of study a concept was developed to comprehend the dynamism inherent in the system. Attention focused on movement between initial training, continuing training and employment. This should produce coherent information relating to parameters, factors and trends. This work also helps to produce statistical tools. - Basic work examined the behaviour of those involved in the qualification process (see project 2.5132). This provided insight into the impact of processes in the development of qualifications, the way in which skills are acquired and occupational development. The work may also benefit study of the planning of initial and continuing training.

Applied research also encompassed subsectors of vocational training. This focused on sector-specific training as part of joint work with the Commission within the FORCE programme(4) (see project 2.2052) and on continuing work on regional authorities' opportunities to assess training programmes designed to encourage local development. (see project 2.1062). Another project within the PETRA programme (5) was devoted to the work of the occupational guid-

ance counsellor to form a basis for formulating elements of occupational guidance which have a European dimension (see project 2.4092).

All activities in this area could eliminate imbalances and promote economic and social cohesion within the Community.

Project 2.1062: Evaluation of the impact of vocational training in a regional context

This project responds to the need of regional authorities responsible for training and employment measures. Since their powers have been extended in this sphere, authorities have been endeavouring to attain greater insight into the use of their investments for developing local manpower potential. In this complex area encompassed by a region, it is a difficult task to gear human resource developments to employment policy.

In 1992 a synthesis report was published on the findings of a comparative analysis of several case studies coordinated by CEDEFOP to shed light on authorities' assessment possibilities. This report makes proposals on improving vocational training and employment policies at regional level in view of the assessment measures.

The report elucidates the limitations of conventional evaluation practices for promoting vocational training activities at regional level. Assessment was based on findings at the micro-level which determine the degree of success of vocational training activities in relation to the aims set. If evaluation is to help steer regional programmes,

an approach which ignores the context must be supplemented by a form of assessment which considers the implementation of the measures in their totality and which involve diverse groups of individuals and institutions of various dimensions.

On this account CEDEFOP carried out a number of case studies based on a research hypothesis which gave greater consideration to this complexity. In 1990 and 1991 this hypothesis was tested in six regions and sub-regions. The reports were compiled in 1992 and the results analysed and assessed. The findings were published in summary form in CEDEFOP Flash 6/92. An expert was commissioned to conduct a thorough analysis and this report was submitted at the end of the year.

For harmonization of regional development and vocational training it has become apparent that coordination of "packages" of measures/programmes implemented by a number of bodies is indispensable. If such coordination could be ensured prior to implementation of strategies, errors and risk factors could be reduced and control mechanisms improved. Above all, assessment could be used to steer relations between socio-economic development and the promotion of vocational training.

Project 2.2052: Continuing vocational training, in particular sectoral analysis within the context of the FORCE programme (4)

1. The 1992 Work Programme included a survey of enterprise training provisions in the retail sector. This was carried out in close cooperation

with the transnational research group CIREM-EURONET, particularly as far as coordination and methodology were concerned. CEDEFOP took an active part in all phases of the work from formulation of basic concepts to preparation of publications. The work involved close cooperation with the social partners in the sector. CEDEFOP also attended certain national assessment conferences on the training provisions for this sector. Formulation of the European report on the work required cooperation with all involved: the twelve research centres, the central research team, the responsible directorates-general, TFHR and representatives of the social partners at European (working group of the Secretariat) and national level (consultation meeting).

2. As specified in the Work Programme, two further research centre networks were set up in the car repair and sales sector and the food and beverage industry. Methods were adapted to the specific characteristics of both sectors. The survey was launched and monitored in close cooperation with TFHR, the social partners and the European research teams.

3. In cooperation with the Commission services, an external consultant was contracted to advise on making the data from the national reports and synthesis report available on computer in a number of languages. After testing a number of software products, input is to be launched in 1993.

Finally, a survey was made of research centres specializing in sectoral surveys to produce a directory which was prepared for publication.

Project 2.3022: Analysis of the development of initial and continuing vocational training systems.

1. This project considers the way training systems operate from a variety of perspectives in order to identify their cohesion, their inter-relationships and interaction with the labour world, paying regard both to the development of their structure and their use.

Examination of the movement of human resources to and from initial training systems should show how these systems can produce a basic qualification. This analysis is being conducted for all twelve Member State systems through comparison of the developments of interrelationships between the system structures, the numbers entering and undergoing training via the main paths (general school education, school vocational training, apprenticeship training or alternance training), education drop-out and prospects of reintegration for unskilled youth. The analysis is based on comparison of the years 1980, 1985 and 1990.

2. Jointly with those responsible for the Community PETRA(5) programme and the Statistical Office of the European Communities, EUROSTAT, the Centre contributed in 1992 to setting up a "European research network on survey and transition in youth" on the initiative of several European research groups. The idea of such a network stems from the conference on "Training and the Labour Market: the use of available data for decision-making" organized in 1991 by the Centre within the research section of the PETRA programme) and which pointed to

the importance of long-term studies for comprehending the process of occupational integration. In this context the research network intends to formulate and compare theoretical and methodological approaches for the surveys on the social and occupational transition of youth in the various countries and to encourage Member States to carry out comparative studies.

Work also continued on the project to ascertain indicators for the relationship training/employment using a comparative approach. It does not suffice to produce relevant indicators; there is a need for a systematic examination of their hypothetical quality depending upon the data available from the national sources.

3. In the final phase of the studies on funding continuing training (FOCUS II) the results were summarized and a report prepared for publication. The summary should contribute to analyzing the various comparative approaches cited by identifying the requirements for comparability which are indispensable for formulating, applying and evaluating indicators. The report demonstrates:

- the availability of suitable national data which is limited by: areas in which data is either lacking or insufficient (e.g. on the individual's contribution to funding; areas of fairly reliable data in categories which do not allow comparison (e.g. aggregate expenditure), areas of fairly reliable data in agreed categories (e.g. the Labour Force Survey made by the Statistical Office of the EC), the conclusions of which depend upon the context (the changing education environment).

■ two possible approaches to comparing data obtained from national surveys: either from the perspective of overriding issues such as the influence of the interaction of state, market forces and the training market on funding and spread of continuing training measures; or from the perspective of the conclusions drawn from national data with regard to the flow of human resources (success of training activities, participation, density of training provided) or the flow of funds (various costs, types of financing, source of flows, financing instruments) to ascertain where differences originate and to formulate suitable principles for making comparisons.

■ proposals for further useful comparative surveys on: measuring the success of continuing training activities, making cost estimates and setting up a procedure for ascertaining costs within the Community; formulating standard terminology and texts for comparative purposes; defining the role of individuals as co-investors and participants, the barriers and incentives etc.

Project 2.4092: Vocational guidance

1. Empirical studies of the structure of and demands placed upon guidance professions, of the occupational skills, training schemes and continuing training provisions were carried out in the course of 1992 by the vocational guidance services in the Member States.

The 12 studies were completed in 1992 and the majority of them published. A synthesis report evaluating and comparing the findings of the 12 national studies was also completed and published.

2. In the following phase these results were used to formulate proposals for constructing a European dimension for training and continuing training provisions for counsellors. As the guidance services are catering increasingly for the desired (sometimes enforced) mobility of their clients, the project aims to identify the factors common to training programmes and to give consideration to the diversity of ways in which these can be transposed in differing cultural and socio-economic contexts. On this account these proposals were coordinated in a series of European colloquies with training managers in the guidance counsellor sphere as well as with the managers of transnational cooperation and exchange projects, particularly within the PETRA programme (5) (in Berlin, Nuremberg, Copenhagen, Athens and Rome).

3. On behalf of the EC-Commission an assessment was made of the testing phase for the European Guidance Counsellors' Handbook which will pave the way for extending the latter.

4. All three project parts were closely interrelated as they form but part of many elements for linking continuing training provisions for guidance counsellors at national level.

Project 2.5132: Analysis of how those involved, in particular entrepreneurs, behave in constructing qualifications.

The work carried out in the course of the year had the following aims:

1. Survey of the value of the enterprise in generating qualifications through analysis of surrounding factors influencing the development of quali-

fications in the enterprise (initial training system, nature of the labour market, relationships between occupations, characteristics of continuing training provisions etc.). To this end macro-analyses were carried out for a number of countries.

2. Formulation of a number of points for discussion, for example, the informal acquisition of skills in the enterprise, in particular, as a result of modifying labour organization, or the relationships between informal learning and formal qualifications offered by continuing training provisions. Case studies were conducted in enterprises which, at least three years prior to this, had instigated major structural changes.

3. Definition of suitable elements for codification of skills acquired through work experience, tak-

ing into consideration the relationships between such skills and qualifications acquired through training.

All the studies have been assessed for this work which should help to elucidate certain phenomena including:

- the socio-structural impact of the development of qualifications,
- the part played by training (initial and continuing training) and work experience in establishing and developing qualifications,
- the relationship between qualifications resulting from the development of new organizational forms and existing occupational categories.

Contributions to European Vocational Training Area

This area comprises projects to increase knowledge and understanding of vocational training systems, to promote understanding and the exchange of views on vocational training and to keep those involved in vocational training informed on trends and developments.

Work on the description of the training systems (see project 3.1012) comprised assessment of national monographs written in the preceding year, their translation and preparation of a comparative study of all Member State systems.

Terminology work is an indispensable activity incumbent upon the Centre which is subject to Community language provisions. Work was done within the constraints imposed upon it (see Project 3.1202) and consisted of management of a basic glossary project which was of an inter-institutional nature on account of the lack of resources and of applying terminology methods to a major CEDEFOP project.

Periodical publications (see project 3.3122) were published as planned.

All three projects are on-going in nature and help in fulfilling the Centre's tasks of providing information.

Project 3.1012: Instruments of information on the systems/structures of vocational training

National monographs

The major investment of time and funds during the year has been in preparing the monographs

on each of the national training systems. During the year detailed discussions (each usually lasting two days) were organized with the authors of each of the twelve monographs and proposals were made for the restructuring and presentation of the monographs, with a view to achieving a common format in the final reports. The object was also to ensure that reports which had appeared to be clear and satisfactory for readers from the country concerned, were comprehensible and usable for readers from other Member States.

Following these discussions final versions of the monographs were received from all the Member States and upon request they were disseminated as a working document.

All the monographs have been or are in the process of being translated into at least three other languages, while some are being translated into two or three additional languages. Lay-out work on the UK and French monographs was carried out by a graphic artist and two monographs were available in print by the end of the year. Contracts for lay-out and printing of all the other monographs were also signed before the end of the year. This lay-out work aimed to ensure that a number of graphics are common to each of the monographs. This should assist in the production of a new CEDEFOP Guide to Community vocational training systems.

Problems experienced

The detailed discussions with the authors of the monographs proved to be an extremely time-consuming experience and produced delays in the revision and publishing process. However, it

is expected that the improved quality of the final product will justify these delays. The feed-back from authors and from translators involved in this process has been very positive.

2. CEDEFOP Guide

An internal discussion resulted in a proposed structure for a new guide to the training systems. Contracts were signed in November on the basis of a time-scale which would enable a new guide to be published in one language by the end of 1993.

3. Cooperation with EURYDICE

Cooperation with EURYDICE in this area resulted in the joint EURYDICE/CEDEFOP publication in three languages on the "Structures of the Education and Initial Training Systems in the Member States of the European Community". In the preparation of the monographs, EURYDICE's work on producing national dossiers on the general education systems was also given consideration and frequent meetings and contacts between staff members in the European Unit of EURYDICE and CEDEFOP took place while contacts at national level between the authors and units concerned were encouraged. This was particularly the case in updating and revision of the joint publication.

Project 3.2102: Terminology of Vocational Training

The Community language provisions which apply to CEDEFOP requires terminology work in the area of vocational training not only to aid multilingual communication between protago-

nists (which is the task of interpreters and translators). Terminology work also should ensure the smooth running of multilingual procedures, costly in both time and money.

Success in this has been visible - resulting in the formulation of new priorities which have again resulted in long-term work being postponed.

1. The interinstitutional development of a comprehensive glossary on vocational training is long-term project. External expertise commissioned on the second part of the draft marked progress towards final completion. To ensure that this important work progresses inspite of short-term urgent needs additional resources were planned for 1993.

Additional resources have been planned for 1993.

2. Priority was given to providing support for the CEDEFOP project, "Comparability of vocational training qualifications" which according to the 1985 Council Decision was to be completed by the end of 1992 (see project 1.1072).

The method developed over the preceding years for the terminological support of projects merits description as for Community work it represents an exemplary approach for helping to ascertain agreement to terms in a supranational and multilingual context.

The method permits the meetings of the national delegations to adopt the role of editorial committee for the texts on which agreement is to be reached (in the sense of collective technical writing) in all the languages (multilingual collective technical writing). Infoterm in Vienna has

developed a new function "conference terminologist", who has the task of providing immediate assistance to the delegations and of concording the various language versions. The document thus jointly formulated in nine languages (in this particular case a description of the jointly agreed basic requirements for the occupation in question) was modified continuously by TermNet, Vienna, approved and given directly to the delegations for subsequent ratification. This procedure saved both time (disposing of the need for the complex process of written relay translation) and costs (reduction of the number of conferences required).

This form of terminological support for a project also permitted utilization of the project's terminological output. In 1992 glossaries for the six sectors examined in the preceding year were produced. Additional glossaries for these six sectors and for seven further sectors which had been previously examined were commissioned in the course of the year to ensure that by the end of 1993 a complete series of these by-products would exist for all nineteen sectors examined by the comparability procedure.

3. Each glossary contains 9 identical language parts which may be used in any constellation, for example, in order to help a skilled worker at his place of work in a foreign country. Their distribution will reflect the way in which the work on ascertaining comparability has contributed to the transparency and flexibility of the labour market.

4. The project also completed a thematic glossary "Occupational Qualifications and Certifica-

tion" (see project 1.1072). Produced at the request of the Commission, it aims to aid multilingual discussion of this topic at Community level.

The need for terminology and requests for terminological tools outweighed available resources in 1992. Demand for terminological support is likely to increase.

Project 3.3122: Periodicals

The titles and languages of all publications which appeared in 1992 are listed in Annex 4.

The periodicals include:

1. "Vocational Training" Journal

This publication aims to reach academic staff, decision-makers and practitioners in the vocational training sphere.

Each issue contains scientific articles, reports and opinions on a central theme and expresses the views of government officials, employers, trade unions, Community institutions, vocational training experts and of CEDEFOP itself. The bibliographical section is compiled by the CEDEFOP documentation service and its network partners. The "Vocational Training" journal is published twice annually in nine languages and has a print run of 10 000 copies. 65% of readers are regular subscribers. The journal is distributed by the EC Sales Offices at a nominal charge. During the period under review two issues were published:

No. 2/1991

Qualifications for a changing world

No. 1/1992

The role of the State and the social partners: mechanisms and spheres of influence

2. "Education & Training" periodical of the Commission

The article "CEDEFOP: Community programme of study visits" required for the fourth issue of the periodical "Education & Training" was submitted within the set time in English, French and German to the Commission.

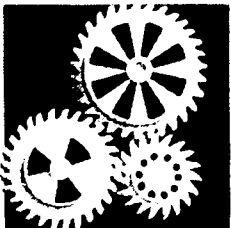
3. CEDEFOP flash

This publication aims to reach a specific target group and to provide information on important findings in CEDEFOP's work, for example, reports on conferences, colloquies, working meetings, interim and final reports on work projects.

Flash is usually published in five languages (ES, DE, EN, FR, IT) and sent free of charge to some 2 600 readers who include:

N° 1/1992

The role of the State and the social partners: mechanisms and spheres of influence



Vocational training

Responsibility Officer
Head Public Officer
Community Public Officer Director
European Resources de la Terre, Brussels, Belgium

CEDEFOP'S LIBRARY AND DOCUMENTATION SERVICE

I. Introduction
This issue of CEDEFOP Flash contains a report on the main activities of the Library and Documentation Service during 1991.

II. Major Developments
The real quality of the work of any library and documentation centre consists of a combination of the basic services of obtaining, processing and distributing information. There are therefore activities to be very major developments compared with the previous years 1991 was the first complete calendar year in which the bibliographical database was available on-line. The Member States' documentary documents were available in the course and in which it was possible to make a detailed analysis of the material contained. The year was also marked by intensive work on the vocational training database, in order to make comparison with LUYDICE and detailed consideration of questions of further automation and the creation of additional databases. Such work there were no additions to the number of posts available in the service in 2 months at the end of 1991. In the last four months there was continued use of temporary staff but at the end of the year all posts were filled with permanent staff.

III. Development of the bibliographical database
1 600 new references were added to the bibliographical database bringing the total at the end of 1991 up to approximately 17 000. All new entries contain an abstract in English or French and sometimes also the original language. Arrangements for the processing of references were improved so that in general the arrangements now made should ensure that individual access to the database within 2 months of the publication of the document concerned.

The database is available on-line on the European Space Agency's Information Platform System (ISARES). It is available only on a paying basis. With the members of the network we have done some work to promote the use of the database. While it is clear that, as with most other bibliographical databases, it is not a self-financing database it remains a necessary service on that we can expect to the long-term and we consider continued provision of the database is necessary and we believe that it would be used much more frequently. It seems to be available on-line with a number of other databases on automation and training (e.g. a database on training organisations and institutions - see section IV).

The problems with regard to the inputting of references remained, but these should not be treated within the framework of a new approach to be taken automation of the service.

3/92

Information on CEDEFOP's activities is available in a number of languages. The only way to receive the information is to send a request to the Information Service, CEDEFOP, rue de la Loi, 200, B-1049 Brussels, Belgium. The telephone number is 02 234 2411. The fax number is 02 234 2412. The e-mail address is cedefop@ecp.be. The website is www.cedefop.be. The information is available in English, French, German, Italian and Spanish. The information is available in all the languages of the Commission. The information is available in all the languages of the Commission. The information is available in all the languages of the Commission.

flash

CEDEFOP

-
- bilateral and multilateral cooperation, platform for contacts, useful addresses;
 - important conferences, colloquies, seminars, working group meetings etc.;
 - new and interesting publications.

Information stems from reports, articles and documents, newspapers, journals and press releases or is transmitted to CEDEFOP from its information network or from press agencies. This information is evaluated and collated by an editorial committee and is published with reference to the source. Readers may then refer directly to these sources in order to acquire more detailed information or to make contacts. In 1992 four issues

of Flash special on matters relating to vocational training in Europe were published in three languages (DE,EN,FR) and sent free of charge to some 20 000 readers. Of all the Centre's publications, "CEDEFOP Flash special" has the largest circle of readers.

5. CEDEFOP presse

The Centre's press releases reach some 2 000 daily newspapers, journals, press agencies and other media which have access to a broad public. CEDEFOP presse contains information on important conferences and projects in CEDEFOP. In 1992 seven press releases were issued.

Contributions to Innovative European Vocational Training Area

The three projects in this area support various forms of cooperation between institutions, partners and experts to promote European integration.

The "CEDEFOP FORUM" (cf. Project 4.1042) convened in 1992 for the eighth time, bringing together representatives of vocational training research institutions to discuss their research findings, in particular concerning the impact of technological innovation on qualification requirements, and to draw up a research directory. The main activity concerning "mass media and vocational training" (cf. Project 4.2082) was the awarding, for the fourth time, of the PRIX CEDEFOP for an outstanding programme on vocational training in Europe.

The programme of study visits (cf. Project 4.3032), implemented on a permanent basis at the request of the Commission, offered 400 persons the opportunity to spend a carefully organized period, with preparatory and follow-up activities, in another EC Member State in order to familiarize themselves with the vocational training situation there.

All three projects were intended to convey information and impressions of the most recent developments in vocational training in Europe.

Project 4.1042: CEDEFOP Forum for research institutions

The eighth CEDEFOP Forum was held in Berlin on 21 and 22 October 1992. This annual meeting offers directors and academic staff of research

institutions, delegates from national ministerial departments responsible for vocational training research, spokespersons of the social partners at EC level, the Commission and CEDEFOP an opportunity to exchange information and experience and report on their research findings and future research priorities.

This year's Forum was attended by delegates from all Member States and also by delegates from Finland, Austria, Sweden and Switzerland; the meeting was also attended by representatives of the Commission and the Management Board of CEDEFOP.

Three keynote addresses examined the impact of technological innovation on work organization, qualifications and vocational training and charted out the main theme of the 1992 Forum meeting.

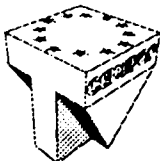
The Minister of Labour, Social Affairs, Health and Women's Affairs of the Federal State of Brandenburg, Frau Regine Hildebrandt, gave a presentation describing the situation and needs of a European region which is confronted with high unemployment and incisive economic restructuring measures - a development accompanied by a strong demand for skill generation and vocational training schemes.

Mr. Ricardo Charters d'Azevedo presented the research activities and findings of the Commission. He referred in particular to the EC Programmes COMETT, EUROTECNET, PETRA, and FORCE, the so-called "MERIT" studies and the project of the Commission presented at the 1991 Forum meeting on qualification needs,

which now covers more than 30 Community regions.

The ensuing discussions concentrated on the subjects which had been referred to in the country reports of the institutions represented. The national institutes were asked to identify subject areas for which inter-institutional cooperation or an exchange of experience would be helpful and desirable. CEDEFOP offered its support in realizing such cooperation.

The Forum meeting was also the occasion for presenting the prototype of a directory of current research priorities which are being addressed at the request of public administrations. Belgium, Denmark, Italy and the United Kingdom had submitted contributions for the directory. It is intended that the directory should be expanded in 1993 to include all the Member States and broaden its subject coverage. The directory is to be developed in database format and could prove to be a useful tool in implementing cooperation projects.



Project 4.2082: Mass media and vocational training

The "PRIX CEDEFOP" was awarded for the fourth time. The competition was open to all European broadcasting organizations. Invitations to participate were extended to some 400 public and private television companies, and two dozen productions were submitted. The best entries were selected by a European jury composed of vocational training experts and experts in audiovisual media.

The jury awarded prizes for the following productions:

"A decade on the dole?", British Broadcasting Corporation (BBC), Youth and Entertainment Features Department, ECU 5 000.

"Laisse pas béton", Société Nationale de Programmes France Région 3 (FR3), Bourgogne - Franche Comté, ECU 1 000.

"In Europa auf Achse", Zweites Deutsches Fernsehen (ZDF), ECU 1 200.

The prizes are intended to contribute towards funding study trips abroad to seek new material for vocational training programmes.

The award ceremony was organized jointly with Belgian Television (Television Belge - BRTN). It was attended by representatives of the Commission and the European Broadcasting Union (EBU) and was held in Brussels on 25 November.

Project 4.3032: EC Programme of Study Visits

Forty-three study visits were organized in 1992 in all 12 Member States for a total of 400 vocational training specialists. The visits were centred on three subjects which are in turn the subjects of three Community programmes (PETRA(5), FORCE(4), EUROTECNET(8)):

- training of young people (link with the PETRA programme)
- training of adults (link with the FORCE programme)
- vocational training and new technologies (link with the EUROTECNET programme).

At the request of the Commission, a feasibility study was commissioned to explore the possibilities and ways and means of aligning the study visit programme more closely with the objectives of the Community's PETRA, FORCE and EUROTECNET programmes.

The feasibility study produced options for the future organization of the study visit programme; these were proposed to the Commission and submitted to the Centre's Management Board.

The internal and external evaluation of the programme checked the procedures and analysed what had been achieved to date. The findings of the evaluation and proposed modifications were submitted to the 12 national liaison agencies at their annual meeting, which was organized in cooperation with the Spanish Government (INEM, Madrid).

To promote dissemination of the findings of these study visits, the Centre supported and contributed to seminars at national level to which all participants from recent years were invited.

Special attention was given to the quality of the customized information dossiers compiled for each participant in the study visit programme. Individual bibliographical searches form the basis for compiling suitable documentation for these dossiers.

A permanent information desk was set up for the participants (telephone, telefax); this made it possible to respond to their requests for information and thereby ensure the success of the visits.

The Centre also supported the national liaison agencies in planning and implementing the study visits in the 12 Member States.

In addition, the Centre was approached by numerous national and international bodies in the Member States and the EFTA countries, mainly for information on the organization system used for the visits and on the "study visit training approach" designed specifically by the Centre for the programme.

Contributions to European Area for social dialogue and labour relations

The nature of the four projects falling within this area was determined by the needs of the target groups.

One project was concerned with the dialogue between the social partners (cf. Project 5.1062) and thus particularly with issues of current interest such as vocational qualifications and certification. Another was concerned with small and medium-sized enterprises (cf. Project 5.2142), in particular with specific support both for such enterprises and for business start-ups, but also with information activities to assist small and medium-sized enterprises. The third project was concerned with training of trainers (cf. Project 5.3132) and continued work on training needs and training opportunities in this field.

In all cases the support provided included both substantive and technical contributions.

A special measure concerned the situation of countries in Eastern Europe (cf. Project 5.4152), given their pressing need for information, contacts and substantive support from the EC in reforming their vocational training systems. This imperative was acted on in several ways. Cooperation in the field of vocational training could contribute towards generating understanding for the political goals of the EC in central and eastern Europe.

Project 5.1062: The role of the social partners in vocational training and their priority themes in the Social Dialogue

This project was intended to assist the Commission within the framework of the Social Dialogue with the social partners in selected industries.

0. Work continued on the activities commenced last year on access to continuing training. The monographs commissioned were required to facilitate a comparison of conditions either in one sector in several Member States or in several sectors in one Member State and also to serve as a basis for analysing the interrelationships existing between sectors and countries. The sectors concerned were:

- construction industry (E, F, I, L)
- electronics/electrical engineering (B, DK, EL, P)
- office/administration, commerce/banking (D, IRL, NL, UK).

The findings from these activities, which were discussed mid-year at a final meeting organized jointly with the University of Dijon via its Education Economics Research Institute, are now available, together with an exhaustive list of all relevant literature published since 1985. Consideration is now being given to commissioning a lateral comparison of the monographs with a view to developing an overview of access arrangements and their respective advantages and, subsequently, publication thereof.

1. The Centre's substantive support for the social partners' Education and Training Group mainly concerned the theme "qualifications and certification". In connection with the discussions on a Joint Opinion of the social partners and the Commission's proposal for handling qualifications, the Centre was mandated to commission a comparative analysis of the certification systems and procedures used in the Member States.

The comparative analysis was to provide insight on convergence and divergence in the functioning of the various systems.

As such insight can only be gained from detailed descriptions of national situations, the Centre awarded 12 corresponding contracts to the partners already commissioned with the monographs on vocational training systems. An institute specializing in international comparisons in the field of education and training was commissioned with drawing up the comparative analysis of the 12 reports, synthesizing the findings and presenting the corresponding overview.

The results will be available at the beginning of 1993.

Substantive support was also provided for the Commission's Education and Training Group on the theme "vocational training of women". The Centre participated in the seminar held on this subject in Madrid at the beginning of the year with a view to drawing up a joint opinion on women and vocational training.

2. In connection with the pledged technical support for the social partners in specific industries, the Centre planned and held a seminar on initial and continuing training for workers in the European car industry.

The seminar, an initiative of the European Federation of Metalworkers which was supported by the EC Commission and the European Automobile Industry Federation, was held at the Centre from 25 to 27 March 1992. It was perceived by Ms. Vasso Papandreou, a Commission member, as an important step in paving the way for

closer cooperation between the social partners in this sector. The seminar allowed considerable progress to be made in the discussion on the implications of new manufacturing concepts for the initial and continuing training of car workers (cf. CEDEFOP flash 2/92). Representatives of both sides of the automobile manufacturing industry were present from all EC and EFTA States and also from some East European States. Experts also reported on the experience gained in the USA and Japan. The co-organizer, the Hans Böckler Foundation, published a comprehensive documentation of the seminar in German, English and French; copies can be obtained on request.

Project 5.2142: Management Training in small and medium-sized enterprises (including cooperatives and craft industries)

In the course of 1992 research and development work in four areas was continued or concluded. Activities aimed to increase awareness and support at the levels and in the bodies responsible for the needs of SME. The most significant results were:

1. Evaluation of the use of the guides for small enterprises

On the basis of a questionnaire sent to all bodies which had developed measures for increasing awareness and training provisions as demonstrated in the guides, an evaluation report was compiled for the Commission and the CEDEFOP Management Board. The report confirmed the suitability of the guides both for self-evaluation of the acquired occupational skills and for assessing the skills of trainers and training organizers.

The report found little justification for using the guides for training purposes and proposals are made for processing the content for training models. A group of experts expressed its views on the report at an international meeting on 9-10 November 1992.

This group of experts approved the report proposing the following changes and additions:

1) the guide was an adequate framework for listing the required skills or trainers and heads of training; 2) the list of skills was almost exhaustive and painted an ideal occupational picture of the reality of the occupational profiles in the 12 Member States; 3) one should be ready to answer enquiries from the two major foreign markets, eastern Europe and South America and to develop modified versions of the guide in cooperation with institutions in these countries; 4) the Commission should be asked to intensify support for this project and to be involved in checking the guide and promoting training activities similar to the way this is done by DG XXIII in preparing SME managers for the common market. In conclusion recommendations were made on a number of Community measures for this target group.

2. Use of the surveys on support programmes for business starters

In 1992 CEDEFOP carried out 12 national surveys on support measures for business starters and examined, in particular, the role of training in this connection. Parallel to this the French Agence Nationale pour la Creation d'Entreprise (ANCE) appointed a working group to carry out a survey of workplaces created by business starters in

various sectors in all EC Member States. The EC network on local employment initiatives for women also made a survey of all measures initiated on behalf of female business starters in the Member States. CEDEFOP coordinated the work of these three groups of experts to gain an overview of and to assess measures in aid of business setup in each of the 12 Member States.

This resulted in a draft document containing 17 proposals derived from the national studies and the working meetings of the many experts involved. This document has already been presented at an international conference organized by the Regional Council of Lille-Nord-Pas-de-Calais and will later be published.

The 17 proposals, jointly with a proposal on setting up a European Monitoring Body on enterprise setup and a network of monitoring bodies at national level were formulated. The Management Board and the Commission representatives, will then in future programmes formulate their expectations of the Centre's work.

3. Improvement and Dissemination of the Centre's information on SMEs

Preparatory work in this context has been completed, making use of a wealth of information sources of use to SMEs in regard to training and a specialized bibliography. Proposals were made on compiling a guide to resources for training measures for SMEs.

4. Study of SME's difficulties in accessing training

A special survey was launched to determine the actual difficulties encountered by small enter-

prises in participating in training measures. Three types of difficulties were ascertained; those arising from the training demand, the training needs and from the particular environment.

Based on a list of the difficulties, examples of effective strategies and programmes were identified in the twelve Member States. A working group comprising representatives from all the countries worked in two parallel groups (each encompassing six countries). This produced a large number of good strategies from the most varied of regions.

Project 5.3132: Training of trainers

The activities carried out in 1992 were intended to:

- complete a series of studies/analyses on whether, to what extent and how the training opportunities available actually respond to the training needs of persons engaged in designing and implementing training measures (carried out within companies);
- expand the support for organizing exchange and transfer processes between European partners: more specifically, the activities here concerned providing support for networks set up on the initiative of national agencies and with the Centre's technical assistance, and organizing events as laid down in the Work Programme;
- disseminate the findings of all research activities commissioned by the Centre by participating in various types of event, through publishing research results and through the Centre's information services.

The work carried out between 1989 and 1992 produced the following:

- more detailed information on the training needs of persons engaged in continuing training, namely in-company trainers and teaching and training personnel employed in vocational schools;
- a contribution towards developing the European dimension in the training opportunities available to trainers, mainly in the form of technical support for exchange schemes for training personnel in different EC Member States;
- support for the establishment and expansion of expert networks for a regular exchange of information;
- a compilation of proposals which could be used in implementing Community programmes (to the extent that these concern the training of trainers).

Project 5.4152: Platform for contacts with important vocational training representatives outside the EC and for responding to enquiries from non-EC countries

This project, comprising activities incumbent upon CEDEFOP in the past few years in connection with the developments which have taken place within the EFTA area and in Central and Eastern Europe, was again pursued with only moderate funding. Given the urgent need in Eastern Europe for Community support, especially in the all-important field of vocational training, the resources set aside in the EC programmes were supplemented by three additional action channels: provision of information, support for the

Commission, and promotion of events, as envisaged in the Work Programme.

1. The Centre's role as a contact point for requests for information and documentation expanded in both directions between the EC Member States and the countries of Central and Eastern Europe. The requests handled concerned enquiries from experts about the present situation and development trends and also requests for contact addresses in the respective other part of Europe.

The demand for information, contacts and other forms of cooperation increased in the wake of the agreements concluded between the Community and the EFTA States and the Association Agreements concluded with the governments of Poland, Hungary and Czechoslovakia.

At the end of October, directly after the CEDEFOP Forum meeting of representatives of EC Member States (cf. Project 4.1042), the Centre hosted a meeting with representatives of the PHARE countries to discuss the development of research activities and research priorities in Poland, Hungary and Czechoslovakia. Most of the participants in the Forum meeting from EC and EFTA countries and the Chairwoman of the Centre's Management Board also attended this meeting.

2. The temporary secondment of a member of the Centre's staff to Poland ended mid-year with the completion of a detailed analysis of the problems of the Polish vocational training system. Support in analysing developments in other Central and Eastern European States was given

at the request of competent authorities and in cooperation with PHARE and the working groups of other institutions operating in these countries.

3. The European Congress on Continuing Education and Training took place on 4-9 October 1992. It was organized by "BBJ SERVICE GmbH für Jugendhilfe", a body working at European level, in conjunction with the Berlin Senate and the regional partners in Berlin, Warsaw, Prague, Budapest and Vienna. The "travelling" congress, "Eurotrain for Training" was supported by the EC-Commission, the German Federal Institute for Vocational Training (BIBB), other national bodies and CEDEFOP. A steering group comprising representatives from all countries whose capitals hosted the congress, prepared the content of the meeting. The congress achieved the aim of bringing together western vocational training experts and their east European counterparts to exchange experience, views and ideas. Some 500 representatives from the vocational training world travelling on the Eurotrain from capital to capital took part in the conferences attended by a total of 2 500 participants.

Hans Peters, Vice President of the European Parliament, described the Congress as a living example for cooperation with our neighbours in Central and Eastern Europe. CEDEFOP flash 4/92 reports on the contents of the congress and the results of discussions.

Permanent Tasks and Services

This area of CEDEFOP's work covers projects of an ongoing nature to support activities in areas A to E as laid down in the Action Guidelines 1989-1992, the Centre's administration and technical services and a visitor service.

Permanent Tasks

Project 6.1012: 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.

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 usually in September and working meetings with individual members are also held during the year. Network members provide CEDEFOP with information, in particular with indexations for the CEDEFOP bibliographical database and contributions for periodicals. They ensure dissemination of information received from CEDEFOP.

In 1992 the demand for information increased so that 1834 queries coming from 1,570 different individuals/institutions arriving by telephone, post or visits were processed. A small number of important queries were forwarded to network members for answering.

The bibliographical database continued to be available publicly on the ESA/IRS system (European Space Agency's Information Retrieval Service). The number of references in the system was increased to about 19 400. During the year the database was also created on CEDEFOP's local computer system, using the CDS-ISIS software developed by UNESCO.

Additions were made to the stock of books, periodicals and above all to the subject-specific files. A fortnightly bulletin containing the contents page of the periodicals received was prepared and distributed within CEDEFOP.

The Vocational Training Thesaurus was published in seven language versions. A joint study with the European Unit of EURYDICE, which manages the European Education Thesaurus on behalf of the EC-Commission and the Council of Europe, was launched to establish whether there would be benefits in developing a joint strategy for the development of the thesauri.

A transnational documentary dossier on "New strategies to combat long-term unemployment in Belgium, Denmark and the United Kingdom", prepared by network members during 1991, was published. A similar dossier on the theme of "Vocational training and the Environment" was prepared by network members in Belgium, Ger-

many and the Netherlands. A number of other dossiers on specific topics, for example on training in the EFTA countries, were also prepared.

A monthly mailing to network members and associated organizations was made and through this 240 different documents were distributed in 1992. Contributions were made by the service to the two issues of the "Vocational Training" journal and four issues of CEDEFOP Flash Special (see project 3.5122).

CEDEFOP's information activities were all carried out in close cooperation with the services of the Commission and the European Unit of EURYDICE (see also project 3.1012). CEDEFOP continued to participate in the activities of EUROLIB, the library network of the European Community and other institutions. Support for the work of EUDAT (European Association for the Development of Databases on Education and Training) was also provided.

Liaison Office in Brussels

In 1991 CEDEFOP appointed an administrative assistant to man the Brussels liaison office it has set up with Task Force, Human Resources, Education, Training and Youth. The office has proved to be a good policy; a greater selection of documents can be exchanged between TFHR and CEDEFOP more rapidly. The increasing demand for the Centre's publications are proof of this.

A library containing CEDEFOP publications has been set up and is kept up to date. Task Force is

provided with information on new publications. Expressions of interest are followed up and orders can be placed.

A number of requests made either by telephone or in writing by the Commission services were handled directly or through CEDEFOP and its partner network.

The liaison office was also of use to CEDEFOP staff when working in Brussels.

CEDEFOP shared a stand with the Commission services at the following exhibitions:

- Salon de l'Etudiant (March 1992), Brussels
- Handwerksmesse (20/21 May 1992), Cologne
- Foire IRIS (7-9 September 1992), Brussels

The offices CEDEFOP shares with the European Foundation for the Improvement of Working and Living Conditions in

20, avenue d'Auderghem
B-1040 Brussels
Tel: 02 233 89 27

were used by CEDEFOP for internal meetings with Commission staff as well as for external events involving partner organizations and for receiving visitors.

Project 6.2172: Information technology and databases

The permanent service "Information technology and databases" - consisting of two Post B agents

- has dedicated a large part of its human resources to the reinforcement and development of the internal information processing resources of the Centre.

Absolute priority was given to the supervision and implementation of the new accounting programme, in order to comply with the demands of the Court of Auditors and the Financial Controller. To this end, more than 350 sub-routines were completely revised.

With regard to the internal links between the computers of the different project coordinators and heads of services in the Centre, an internal network "Novell" connecting all existing PCs by cable is to be set up. This network makes it possible to transfer and exchange data and to make full use of the internal databases using different MS-DOS compatible software.

The computerization of the internal mailing lists of experts and institutions with which CEDEFOP has close collaboration links in the field of research and documentary information was delayed by six months due to the fact that internal users did not consider the supplied software to be satisfactory.

Collaboration with the group of experts in EUDAT (European Association for the Development of Databases on Education and Training) was continued. Assistance was given for the implementation of the Community Directory of institutions and for the analysis of the needs of the FORCE programme (5) to make computerized use of sectoral research developed by different countries.

Subsequent to the purchase of 10 new PCs and more powerful printers, several information and training courses were organized at all levels for the staff of the Centre.

Project 6.3122: Occasional publications

The Centre's occasional publications are closely linked with its research activities and are intended primarily as a channel through which the results of the Centre's activities are disseminated. They have been designed in such a way that they respond to the needs of the various user groups and are normally sold for a nominal charge via the sales offices of the European Community, though a limited number of copies are distributed free of charge to EC institutions, national parliaments and ministries, specialist libraries and documentation centres and a number of important multipliers (e.g. specialist journals).

A list of the titles and language versions of all 1992 publications is presented as Annex 4.

1. "CEDEFOP Documents"

"CEDEFOP Documents", which are intended primarily for researchers and vocational training specialists, present the results of the Centre's research and project activities and its exchanges of information and experience in a compact and low-cost format. The languages of publication are determined on a case-by-case basis depending on subject and target readership.

2. Information brochures, manuals, directories, reference works

Publications presenting basic information on CEDEFOP, e.g. annual reports, catalogues and

lists of publications, explanations of the Centre's structure, organization, main areas of activity and working modes, together with other, special CEDEFOP publications are produced in a more attractive and costly format which varies according to content, target group and size. Such publications are intended for a larger readership. 1992 publications in this series included CEDEFOP's Multilingual Thesaurus of vocational training, the CEDEFOP Vocational Training Thesaurus.

3. Publicity activities

Publicity for the Centre's publications focused on the following relatively low-cost activities in 1992:

- flyers and advertisements in the Centre's periodicals, the sales catalogues of the Office for Official Publications of the EC, Luxembourg, and the Official Journal;
- dissemination of current lists of CEDEFOP publications via the mailing lists of CEDEFOP and the Office for Official Publications, Luxembourg;
- placement of information on the Centre in international databases, directories, guides, etc.;
- participation in international book fairs and conferences on vocational training, this in cooperation with other Community bodies, in particular the Task Force Human Resources and the Office for Official Publications.

4. Management of mailing lists

At the end of 1992 the Centre's mailing list contained some 16,000 entries. The mailing list is managed and updated by the Centre using its own computer facilities. Data are exchanged

regularly with the Office for Official Publications, Luxembourg, for dispatch campaigns. The data files on the mailing list are also accessible to other EC institutions subject to the statutory data privacy regulations. The system used allows for targeted address selection on the basis of profession/position, field of interest, and organization parameters.

Permanent services

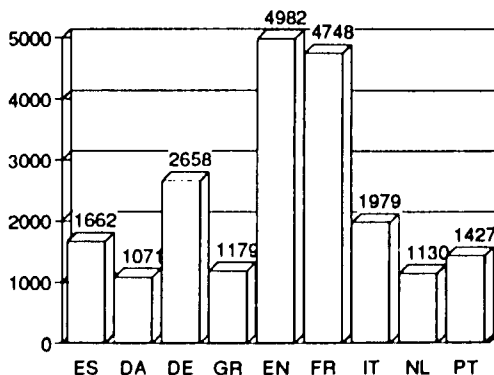
1. Administration and general services

The administration supported all the projects and other activities of the Centre described in this report.

2. Translation service

Despite still working with a team of only one translator per language, the Translation Service

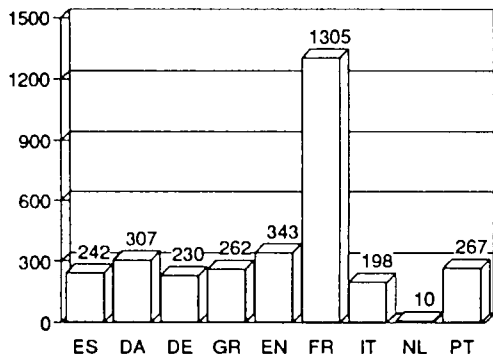
**Translation by EC-target language
(no. of pages)**



had again to meet the increasing demands from all projects and activities set down in its Work Programme. The amount of pages requested for translation had more than doubled between 1990 and 1991 and increased again in 1992 to a total of 20 860 pages not including re-editing of texts in the source language. The tables below show the breakdown of translation by language.

During 1992, in addition to the considerable amount of translation and support work involved in the project on comparability of vocational training qualifications, and the increased amount for the occupational profiles project, particular mention can be made of the translation of the monographs on the national vocational training systems. Work on this started in 1992, the reports being translated initially into two or three languages. Translation into additional languages is planned for 1993.

Re-editing by source language (no. of pages)



3. Interpreting and conference service

The interpreting service is responsible for providing the Centre with the necessary professional services. Under an agreement concluded with the Joint Interpreting and Conference Service of the European Community (SCIC), the Centre continued to recruit the interpreters to be engaged by SCIC for work at CEDEFOP under the conditions of an agreement between the Community institutions and the International Association of Conference Interpreters (AIIC).

In the year under review, 78 meetings covering 123 meeting days/1258 interpreter days (1991:1129) had to be catered for. The Centre also organized 25 meetings externally. A total of 11 meetings requiring interpretation in 9 languages over a total of 24 days were covered by teams of 27 interpreters.

CEDEFOP's conference service is responsible for the general organization of all meetings taking place in the Centre as well as those CEDEFOP meetings held outside, as necessary.

In the year under review a total of 316 meetings (1991:311) with 356 meeting days were catered for. Of these 61 meetings were held outside Berlin. CEDEFOP placed its conference rooms and facilities at the disposal of external organizations for 16 meetings.

4. Visitor service

As in previous years, the large majority of the over 500 visitors to the Centre came from EC Member States, though visitors from more distant countries such as Japan, Australia, Brazil, the People's Republic of China, the USA and

Canada reflected a growing interest in the Centre's activities. With the closer ties between the EC and EFTA countries, CEDEFOP is increasingly receiving delegations from the latter countries.

Many visitors expressed interest in a regular exchange of information and documentation material on vocational training.

Synopsis

Table of projects

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
1.1072	<p>Comparability of vocational training qualifications</p> <p>Implementation of</p> <p>Decision of the Council of Ministers of 16 July 1985 on the comparability of vocational training qualifications between Member States of the European Communities (85/368/EEC).</p> <p>and</p> <p>Decision of the Council of Ministers of 18 December 1990 on the comparability of vocational training qualifications (91/C 109/01).</p>	B. Sellin	<p>Completion of work at skilled level worker (level 2 in the Annex to the Council Decision)</p> <ol style="list-style-type: none"> 1. Processing comparabilities ascertained in previous years resulting in publication in the Official Journal. 2. Final conferences and processing for the sectors <ul style="list-style-type: none"> ● Printing/Media ● Leather and leather goods ● Wood processing Preparation, (final) conference and processing for the sector ● Iron/steel 3. Other work: <p>Work on the evaluation of CEDEFOP's contribution to implementation of the Council Decision</p>	<p>OJ No:</p> <p>P C 42/92 (Sales and commerce)</p> <p>P C 108/92 (Clerical administration, banking and insurance)</p> <p>P C 262/92 (Chemical and process industry)</p> <p>P C 292/92 (Food industry)</p> <p>P C 320/92 (Tourism)</p> <p>P C 338/92 (Transport)</p> <p>PP C 20/93 (Civil engineering/public works)</p> <p>OJ No:</p> <p>PP C (Printing/Media)</p> <p>PP C (Leather)</p> <p>PP C (Wood processing)</p> <p>PP C (Iron/steel)</p> <p>P "Koelink Report" (9 languages)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<p>Cooperation with the national coordinators in identification of terminology on the topic of qualifications and certification (see 3.2102)</p> <p>Utilization of terminological output (see 3.2102)</p> <p>Participation in preparing information material and in networking</p> <p>Other</p>	<p>PP Glossary "Vocational qualifications and certification" (32 terms; 12 countries; in 9 languages)</p> <p>P Sector glossaries (see 3.2102)</p> <p>WP Feasibility study "Databases (Inventory)" (EN) with summary (9 languages)</p> <p>WP Feasibility study "Databases (networking)" (EN) with summary (9 languages)</p> <p>P "Compendium of EC occupational profiles at skilled worker level" (9 languages)</p> <p>PP Flash 3/93 "Databases on vocational training qualifications and recognized courses" (DE, EN, FR)</p> <p>P Vademecum "Comparability of vocational training qualifications" (9 languages)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
1.2152	Directory of occupational profiles			
	Project coordinator	D. Guerra	Conclusion of trial application and work;	
	Audiovisual sector	N. Wollschläger	Conclusion of 1st trial phase (analysis of tasks)	WP 1 EC occupation directory, Document No. 2 "tasks" (ES, DE, EN, FR, IT)
			Checking nomenclature of occupational tasks (4 countries)	WP 4 national reports (E, D, F, I) (original languages)
Metal sector	B. Bazin	Extending area investigation to EL, UK	WP 1 national monographs EL (GR)	
		Checking skills for three profiles "Director, cameraman, cutter"		
		3 working group meetings		
		Technical support in producing videos on occupations in the internal market (ONISEP ^(b))	2 videos (provisional version)	
		Comparative study of national directories (5 countries) (ESTAR ^(b))	WP Comparative report Directory of occupational profiles (Phase III) (D, E, F, I) UK (EN)	

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
	Electronics sector	B. Bazin	<p>3 seminars: methodology of skill analysis; extension of work to IRL, NL, UK</p> <p>6 working meetings checking directory and nomenclature</p> <p>comparative studies of national directories (4 countries)</p> <p>Checking nomenclature of occupational tasks</p> <p>Tests application of skills analysis for the occupational profile "electrical technician in quality control" (4 countries)</p> <p>Compiling three new national directories (3 countries)</p>	<p>WP Comparative report "Directory of occupational profiles (D, E, F, I) (FR)</p> <p>WP Revised directory of occupational profiles (ES, DE, EN, FR, IT, NL)</p> <p>WP National reports, D (DE, FR) E (ES; FR) F (FR), I (IT; DE)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
	Tourism sector	D. Guerra	Formulating methodology for comparative analysis of occupations 1 seminar to prepare application tests national surveys of occupational profiles (9 countries) Comparative study EC directory (9 countries)	WP Report "EC Directory of Occupational Profiles - Glossary and guide" (ES, DA, DE, GR, EN, FR, IT, PT) PP 9 National directories (B, DK, D, EL, E, F, I, P, UK) (original languages) PP Occupations in the sectors tourism and catering B; (DK, D, EL, E, F, I, P, UK) (IT; DE, EN, FR)
	Skills	D. Guerra B. Bazin N. Wollschläger	3 Workshops with national experts (D, E, F, IRL, I, NL, UK)	
	Other			PP 1 documentary study "Occupations, skills" 1 documentation (250 selected documents)

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
1.2152	<p>Directory of occupational profiles area: Occupational profiles for environmental protection (including conservation of monuments)</p>	G. Chomé	<p>Conclusion of studies</p> <ul style="list-style-type: none"> ● chemical and metal industry (D, I, NL, UK) ● public service (D, F, I, UK) ● monument conservation <p>Preparation of a survey on environmental training in agriculture and the restoration of nature (D, E, F, UK; later: DK, I, NL, P)</p> <p>1 working meeting</p>	<p>P Synthesis report (ES, EN) P Report I (EN)</p> <p>P Report D (DE) P Report (UK) (EN)</p> <p>P Report (B) (EN, FR) P Report D (DE)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
2.2052	Further training, in particular sectoral surveys within the FORCE programme	T. Bertzeletou	<p>Organization of and participation at several working meetings with research workers in the three sectors studied</p> <p>Organization of coordination meetings with the social partners</p> <p>Participation in meetings of the FORCE committee</p>	<p>PP 12 national reports on in-company training plans in the retail sector (EN)</p> <p>PP Synthesis report on training in the retail sector (12 countries, 9 languages)</p> <p>PP report on the European dimension in the retail sector (12 countries, 9 languages)</p> <p>PP Directory of the research centres involved in the sectoral surveys (FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
2.3022	Analysis of the development of initial and continuing vocational training systems	G. Dupont F. Rychener	<ol style="list-style-type: none"> 1. Comparative analysis of the movement of human and financial resources in initial vocational training <ul style="list-style-type: none"> ● Preliminary work on formulating definitions and methodologies ● Setting up a group of experts from 12 countries ● In cooperation with PETRA: Basic work on describing the systems, measuring influx, identification of fluctuations, identification of structural changes (B, DK, D, E, F, L, PT) ● In cooperation with PETRA: organization of a meeting of the alternance training group to produce the synthesis report 2. Relationship training - employment: The use of data as a basis for decision-making <ul style="list-style-type: none"> ● Processing the findings of the Nancy colloquium 	WP Report of the colloquy in Nancy

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<ul style="list-style-type: none"> ● Monitoring and supporting the European Research Network on the social and occupational integration of young people (set up following the Nancy conference on the initial of F, IRL, Northern Ireland, NL, Scotland) ● Working group meeting with representatives of Member States and EUROSTAT⁽¹⁰⁾ on formulation and adaptation of indicators for the relationship training-employment 3. Evaluation of findings from the Focus-II studies: the opportunities and limitations of comparative analysis in the area of continuing training ● Discussion and formulation of the synthesis report on the national studies ● Participation in the FORCE working group on surveys on further training (TFHR, EUROSTAT⁽¹⁰⁾, Member States) 	<p>PP Report: "Training and the labour market: which information, which approaches from the Community perspective?" (several countries) (DE, EN, FR)</p> <p>WP Report "Formulation of a model for the analysis of the links initial training, employment, continuing training" (FR, EN)</p> <p>WP Synthesis report (EN/FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
2.4092	Vocational guidance	G. Chomé	<ol style="list-style-type: none"> 1. Conclusion of studies of the occupational profiles of guidance counsellors (12 countries) 2. 5 conferences with heads of training and the heads of transnational cooperation and exchange projects, in particular in the PETRA programme (Berlin, Nuremberg, Copenhagen, Athens, Rome) 3. Support for the "European guidance handbook" - test phase - fase de prueba 	<p>P Synthesis report (ES, DE, EN, FR, IT)</p> <p>National reports</p> <p>P B (FR; EN)</p> <p>P DK (EN, FR)</p> <p>P D (DE; EN, FR)</p> <p>WP EL (GR)</p> <p>P EL (EN)</p> <p>P E (ES; EN, FR)</p> <p>P F (FR; EN)</p> <p>P IRL (EN; FR)</p> <p>P I (IT; EN, FR)</p> <p>P L (FR; EN)</p> <p>P NL (EN)</p> <p>WP P (PT)</p> <p>P P (EN)</p> <p>P UK (EN; FR) (in various combinations, see annex 4)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
2.5132	Analysis of how protagonists behave in constructing qualifications	F. Oliveira Reis G. Dupont P. Grootings	<p>1. Survey of the contacts of the development of in-company qualifications</p> <ul style="list-style-type: none"> ● macroanalyses (several countries) <p>2. Analysis of the influence of various forms of labour organization on the acquisition of skills</p> <ul style="list-style-type: none"> ● Microanalyses of case studies in companies/groups of companies <p>Working meeting (Lisbon) on evaluating the macroanalyses and the methods used in case studies</p> <p>Preparation of a meeting for overall evaluation of studies</p> <p>3. Preliminary analysis on the qualification of skills acquired through work experience (on the basis of the case studies)</p> <p>Working meeting on the comparison of methods</p>	<p>WP Final report B (FR); DK (DA, EN); D (DE, FR); E (ES); F (FR); I (IT); NL (NL); P (FR); UK (EN)</p> <p>WP Final report B (FR); DK (DA, EN); D (DE, FR); E (ES); F (FR, EN); NL (NL); P (FR); UK (EN)</p> <p>WP Interim reports on case studies B (FR); D (DE)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
3.1012	Instruments of information on the systems and structures of vocational training	J. M. Adams F. A. Clarke N. Wollschläger	<p>Revision and preparation for publication of monographs on vocational training systems in the Member States</p> <ul style="list-style-type: none"> ● at least one working meeting for each monograph with authors and translators ● working meetings with graphic artists ● development and integration of comparative graphics ● concordance of the work with the national reports of EURYDICE^(M) ● evaluation of individual monographs ● measures to ensure easy up-dating of monographs <p>Preliminary work on a comparative description of vocational training systems</p> <ul style="list-style-type: none"> ● conception and preparation ● meeting with authors ● preparation of contracts 	<p>National monographs D UK (EN) D F (FR)</p> <p>Revised drafts of the national monographs PP B (NL; EN) DK (DA; EN) D (DE) EL (GR; DE) E (ES; EN) IRL (EN) I (IT; EN) L (FR) NL (NL; EN); P (PT; EN); UK (EN) Austria (DE)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
3.2102	Vocational training terminology	B. Linshöft-Stiller	<ol style="list-style-type: none"> 1. Interinstitutional work on the vocational training glossary (GILT^(v)) II Part <ul style="list-style-type: none"> ● Commissioning of expert reports (B/FR, D, NL, IT, UK) 2. Project support (1.1072) <ul style="list-style-type: none"> ● methodological support for five sector conferences (with Infoterm^(v)/TermNet^(v)) 3. Development of by-products (1.1072) in the form of specialized glossaries (with TermNet^(v)) 4. Development of a glossary on "Occupational qualifications and certifications" (1.1072) <ul style="list-style-type: none"> ● 2 conferences with the national coordinators on comparability work (with TermNet^(v)) 	<p>WP Expert report II Part (B, D, UK)</p> <p>Specialized glossaries (revised drafts each containing 100 entries; in 9 languages) Sectors: WP Printing/Media WP Iron/Steel WP Leather WP Wood</p> <p>Specialized glossaries (extended glossaries each containing 150 entries; in 9 languages) Sectors: P Metal PP Chemical Industry P Office/Administration/Banking/Insurance P Commerce P Food industry P Transport PP Civil engineering PP Tourism</p> <p>PP Thematic glossary (see 1.1072)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
3.3122	Periodicals	Ernst Piehl		CEDEFOP publications - see Annex 4
	1. "Vocational training" journal	F. Oliveira Reis B. Möhlmann B. de Souza	Scientific articles, reports, opinions and bibliographies on a vocational training topic	3 issues No. 2/1991 No. 1/1992 (9 languages) Print run: 10 000
	2. Contribution to Community journal		Contribution to No. 4 of the journal "Education/ Training"	(WP "CEDEFOP: the Community Study Visit programme")
	3. CEDEFOP flash	B. Möhlmann B. de Souza	Reports and findings of conferences, symposia, workshops; findings and interim findings on CEDEFOP projects	8 issues in at least five languages (DE, EN, ES, FR, IT) Print run: 3 500
	4. CEDEFOP flash special	B. Möhlmann M. Adams F. Rychener	Summarized up-to-date information on vocational training in Europe	4 issues in 3 languages (DE, EN, FR) Print run: 25 000
	5. CEDEFOP presse	B. de Souza	Current up-to-date information for the media on current CEDEFOP conferences and projects	7 presse issues in 3 languages (DE, EN, FR) Print run: 2 100

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
4.1032	CEDEFOP FORUM for research institutes	F. A. Clarke	<p>Organization of the 8th CEDEFOP FORUM (21/22 October) Topic 1992 "Technological innovation, labour organization and new qualifications"</p> <p>Draft of a file of current research work on vocational training</p>	<p>WP conference report (DE, EN, FR) PP flash 5/1992 "CEDEFOP FORUM 1992" (DE, EN, ES, FR, IT)</p> <p>WP Prototype file (EN)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
4.2082	Mass Media and vocational training	N. Wollschläger F. A. Clarke	<p>Preparation of the competition for the Prix CEDEFOP 1992</p> <ul style="list-style-type: none"> ● 2 meetings of the steering group ● 1 information day marking the 9th "Rassegna Internazionale Audiovisivi e Scuola" in Italy <p>Organization of the awards ceremony for CEDEFOP in cooperation with Belgian television (BRTN) (25 November, Brussels)</p> <p>Participation in a seminar on the use of television for promoting vocational training during MediaNet 1992 (Munich)</p> <p>Participation in a workshop (skill shortages and qualification needs at the "2nd European Forum for continuing engineering education" (Lisbon)</p>	<p>Award of Prix CEDEFOP to BBC, FR3, ZDF</p> <p>WP 3 national reports on qualification needs (D, I, UK) (EN)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
4.3032	<p data-bbox="267 320 459 374">Community study visit programme</p> <p data-bbox="267 396 459 450">Implementation of Council Decision</p> <p data-bbox="267 471 459 638">of 2 June 1983 on vocational training measures with regard to the introduction of new information technologies</p> <p data-bbox="267 659 459 683">and</p> <p data-bbox="267 704 459 834">of 2 July 1983 on vocational training policy in the European Communities of the 80s</p>	D. Guerra	<p data-bbox="640 320 886 420">At the request of the Commission, a feasibility study on the organization of the programme</p> <p data-bbox="640 441 886 541">Organization of 43 study visits for 400 vocational training specialists in 12 Member States</p> <p data-bbox="640 638 886 737">Collection of bibliographical studies for selecting documentation for participants</p> <p data-bbox="640 804 886 925">The annual meeting with the national coordinating bodies (in cooperation with the Spanish government)</p>	<p data-bbox="896 320 1157 396">P Feasibility study "Perspectives" (IT, DE, EN, FR)</p> <p data-bbox="896 441 1157 607">P "Travel notes" (DE, EN, FR) WP 350 participants' reports (language of group/country) WP 350 information dossiers</p> <p data-bbox="896 638 1157 713">P 3 bibliographical studies on study visit topics</p> <p data-bbox="896 728 1157 789">PP 1 documentary study (see project 1.2152)</p> <p data-bbox="896 804 1157 925">WP Activity Report 1992 (IT; DE, EN, FR) WP 12 national reports (original language or EN, FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
5.1062	The role of the Social Partners in vocational training and focal themes in the Social Dialogue	M. Pierret B. Sellin	<p>0. Continuation of work on access to continuing training:</p> <p>Monitoring/termination of the monographs commenced in 1991 on national and sector comparisons</p> <ul style="list-style-type: none"> ● Construction industry (comparisons E/L, F/I) ● Electrotechnology/electronics (comparisons B/EL, P/DK) ● Office/Administration, Commerce/Insurance (comparisons D/NL, UK/IRL) <p>1 Work on qualifications and certification:</p> <p>12 study contracts on national qualification structures encompassing all levels of general and vocational initial and basic training and continuing training with focus on national recognition; the content of courses; access to qualifications; content, form, methods, certification proce-</p>	<p>WP Bibliographic sheets (3 sectors, 12 countries)</p> <p>WP 6 comparative reports: E/L (FR) F/I (FR)</p> <p>B/EL (FR) P/DK (EN)</p> <p>D/NL (DE) UK/IRL (EN)</p> <p>PP Synthesis report (EN, FR)</p> <p>WP 12 interim reports (original languages)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<p>dure; use, traditional usage, trends, etc.)</p> <p>2. Technical support for social partners:</p> <p>In cooperation with the EC Commission, the European Metalworkers Federation, the European Automobile Federation, the Hans-Böckler-Stiftung: support in organization of the seminar "Training and Further Training of Employees in the European Automobile Industry" (27 March at CEDEFOP)</p>	<p>Documents for the Hans-Böckler-Stiftung (DE, EN, FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
5.2142	Management training in small and medium-sized enterprises (including cooperatives and craft industries)	A. Melis	<ol style="list-style-type: none"> 1. Evaluation of the use of the "SME-Training Guide" <ul style="list-style-type: none"> ● Organization of an evaluation seminar 2. Analysis and application of surveys on support programmes for business starters <ul style="list-style-type: none"> ● seminar on setting up business (Lille) 3. Improvement of information on the subject of SMEs 4. Measures to counter SMEs' problems with access to training 	<p>WP Evaluation report "Guides to competency in the design of effective training programmes for small businesses" (5 pilot projects; ES, EN)</p> <p>WP The situation for business start-up "La création d'entreprises dans les pays de la CE" (12 countries) (FR)</p> <p>WP Recommendations on business set up "Recommandations pour améliorer les conditions de la création d'entreprise" (12 countries) (FR)</p> <p>P 3 reports on business start-up; "Support policies for business start-ups and the role of training" (12 countries) (DE, EN, FR)</p> <p>WP Draft of a guide for training material for SMEs (EC wide) (FR)</p> <p>P Flash 8/92 "International Conference on Business Start-ups, Lille 26-28 November 1992" (DE, EN, FR)</p> <p>WP Feasibility study (ES, EN)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
5.3132	Training for trainers	F. Oliveira Reis G. Dupont	<p>Monitoring and evaluation of studies on the effects of specific training offer on planning and implementing training measures</p> <ul style="list-style-type: none"> ● Setting up steering groups with participation of company training services following these reports ● participation in working meetings ● participation in national meetings (E and F) <p>Organization of a European meeting on the training of trainers (Lisbon)</p> <p>Organization of a European meeting for the national services responsible for training trainers in occupational training colleges</p> <p>Technical support for continuing training measures for trainers focussing on the application of new technologies in initial training</p>	<p>PP Study reports (D, E, F, I, NL, P, UK)</p> <p>P Flash 1/92 "Training of trainers: New institutional and functional structures" (DE, EN, FR)</p> <p>WP conference documents (DE;EN;FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<ul style="list-style-type: none"> ● technical support in organizing an event on the initiative of the Autonomous University of Barcelona with partners from other Member States <p>Participation in various international conferences</p>	

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
5.4152	Platform for contacts and information exchange with vocational training representatives from non-EC countries	P. Grootings	<ol style="list-style-type: none"> 1. Promoting dialogue and cooperation between vocational training agents in EC Member States and Central and Eastern European countries <ul style="list-style-type: none"> ● Organization of a podium for research workers from East European countries, EFTA and EC Member States following the CEDEFOP FORUM (see 4.1032) ● At the formal request of Poland, Hungary and the former CSFR, contributions to seminars on vocational training in these countries and provision of information through visits to CEDEFOP 2. Support for the EC Commission PHARE programme, in particular in implementing the vocational training programme for Poland (6 month secondment of a project leader) <ul style="list-style-type: none"> ● an analysis of the state of vocational training and proposals for development 	<p>P flash 7/92 "Towards cooperation among researchers of vocational education and training (VET) in Europe" (DE, EN, FR)</p> <p>PP Seminar papers (Poland, Hungary, CSFR)</p> <p>WP Mission reports</p> <p>PP Survey reports (Poland; EN, POL)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<p>3. Jointly with the Commission, support for the 4th European Conference on Continuing Education and Training organized by BBJ^(VII), in cooperation with the Berlin Senate and regional bodies in Berlin, Warsaw, Budapest and Vienna</p>	<p>P flash 4/92 "4th European Congress on Continuing Education and Training - "Eurotrain for training", Berlin, Warsaw, Prague, Budapest, Vienna, 5-9 October 1992"</p> <p>P Conference documentation (BBJ^(VII))</p> <p>P Videofilm (BBJ^(VII))</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
6.1012	Documentation and library service	J. M. Adams M. NiCheallaigh L. Weiss M. Peschel	<ol style="list-style-type: none"> 1. Management of the public bibliographic database, input of 1 881 files 2. Installation of this database on the internal PC network using CDS/ISIS 3. Publication of the revised multilingual thesaurus 4. Management of the stock of books and periodicals 5. Managing 1 300 thematic documentation dossiers 6. Management of Documentary Network <ul style="list-style-type: none"> ● distribution of some 240 documents to partners ● Compilation of articles for 4 issues of "CEDEFOP Flash Special" and 2 issues of "Vocational training" journal ● Organization of annual meeting of network members 	<p>Publicly accessed bibliographic database (19 400 entries)</p> <p>P multilingual thesaurus (7 languages)</p> <p>PP fortnightly information service containing summaries of the contents of vocational training periodicals (multilingual)</p> <p>WP lists of documentation</p> <p>(see annex 4)</p> <p>WP Conference report (EN; DE; FR)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
			<p>7. Answering 1 834 requests from 1 570 requesters</p> <p>8. Compilation of documentation</p> <ul style="list-style-type: none"> ● upon request ● to support research work in CEDEFOP ● on specific topics <p>9. Conception and testing new software for creating a database on training institutes; including contacts with network members</p> <p>10. Continuing participation in the work of EURYDICE^(M), EUROLIB^(IX) and EUDAT^(X)</p> <p>11. Information on the work of the documentation service</p>	<p>WP Analysis of the requests (EN, FR)</p> <p>WP Documentation on Finland, Austria, Switzerland (multilingual)</p> <p>WP Documentation on the quality and evaluation of training</p> <p>P Documentation on new strategies for combating long-term unemployment in three countries (B, DK, UK) (EN/FR)</p> <p>PP Documentation on training and the environment in three countries (B, D, NL) (EN/several languages)</p> <p>WP Instruments for compiling data on training institutes</p> <p>WP Minutes, reports, etc.</p> <p>P Flash 3/92 "CEDEFOP's library and documentation service" (EN; ES, DE, FR, IT)</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
6.2172	Information technology and databases	C. Politi V. Wurl G. Münster	<p>Adaptation of accounting software to the requirements of the Court of Auditors and Financial Control</p> <p>Internal linking between computers in CEDEFOP</p> <p>Computerization of internal and external mailing lists in the field of research and documentary information</p> <p>Collaboration with EUDAT^(x)</p> <p>Assistance in compiling a directory of EC institutions and analysis of the needs of the FORCE programme</p> <p>Purchase of hardware; organization of required training courses</p>	<p>350 programmes and subroutines</p> <p>Internal "Novell" PC network</p> <p>The first results of hardware test application</p> <p>Installation of 10 new PCs and printers; several training courses</p>

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
6.3122	Occasional publications	C. Politi		CEDEFOP publications - see annex 4
	1. CEDEFOP documents	B. Möhlmann B. de Souza	Dissemination of the results of CEDEFOP's research and project activities and its exchanges of information and experience; technical production, dissemination and storage in cooperation with the Office for Official Publications of the European Communities (OPOCE ^(X)), Luxembourg	(see annex 4)
	2. Information brochure, manuals, directories, reference works	B. Möhlmann B. de Souza	Important CEDEFOP publications and basic information on CEDEFOP with a high print run; planning of presentation, print, distribution and storage in cooperation with OPOCE ^(X) , Luxembourg	Updated CEDEFOP publication list (9 languages)
3. Publicity activities	B. Möhlmann B. de Souza	Information and publicity campaigns for new publications, available publications and subscriptions to vocational training journals	a) Flyers and advertisements in the Centre's periodicals, the sales catalogue, the Office for Official Publications of the EC, Luxembourg; b) Publication lists, distribution of publications via the mailing lists of CEDEFOP and OPOCE ^(X) , Luxembourg c) Placement of information on the Centre in international databases, directories, guides, etc.	

Number	Title	Staff responsible	Principal activities	Products: WP1, PP2, P3
		B. Möhlmann B. de Souza M. Zwanink	Participation in exhibitions in cooperation with other EC institutions (TFHR, DG XXIII, OPOCE ^(X) , Luxembourg)	Participation in a) international conferences on vocational training b) international book fairs
	4. Management of mailing lists	B. de Souza	Updating mailing lists; exchange of data; target address selection; production of statistics	a) updating mailing lists (16 000 addresses) b) updating computer programmes for the exchange of information with EC institutions c) permanent exchange of files with OPOCE ^(X) , Luxembourg, for distribution of publications.

(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

(I) ONISEP: Office National d'Information sur les Enseignements et les Professions, Paris

(II) ESTAR: Employment, Society, Technology: Analysis and Research, Bath

(III) EUROSTAT: Statistical Office of the European Communities, Luxembourg

(IV) EURYDICE: The Education Information Network in the European Communities, Brussels

(V) GIIT: Interinstitutional Terminology and Documentation Group of the EC, Brussels

(VI) Infoterm: International Information Centre for Terminology, Vienna

(VII) TermNet: International Network for Terminology, Vienna

(VIII) BBJ SERVIS gGmbH für Jugendhilfe, Berlin

(IX) EUROLIB: Library network of Community and other Institutions, Luxembourg

(X) EUDAT: European Association for the Development of Databases on Education and Training, Berlin/Paris

(XI) OPOCE: Office for Official Publications of the EC, Luxembourg

Human and Financial Resources

The following figures for the period 1988-1992 illustrate the development of CEDEFOP's activities:

Staff

No. of staff posts provided for in the budget ¹	1988	1989	1990	1991	1992
	59	63	67	71	71

No. of staff occupying posts in December 1992 by category	A ² staff	B staff	C staff	D staff	Total staff
	29	15	24	3	71

Budget appropriations

	1988 ³	1989	1990	1991	1992
Total in ECU	7 318 000	8 409 000	8 988 000	10 390 000	10 838 000
Increase in %	11.12	14.91	6.89	15.60	4.31

1 Including local staff

2 Including the three members of the Directorate and ten translators

3 Provisional "one-twelfth" ruling

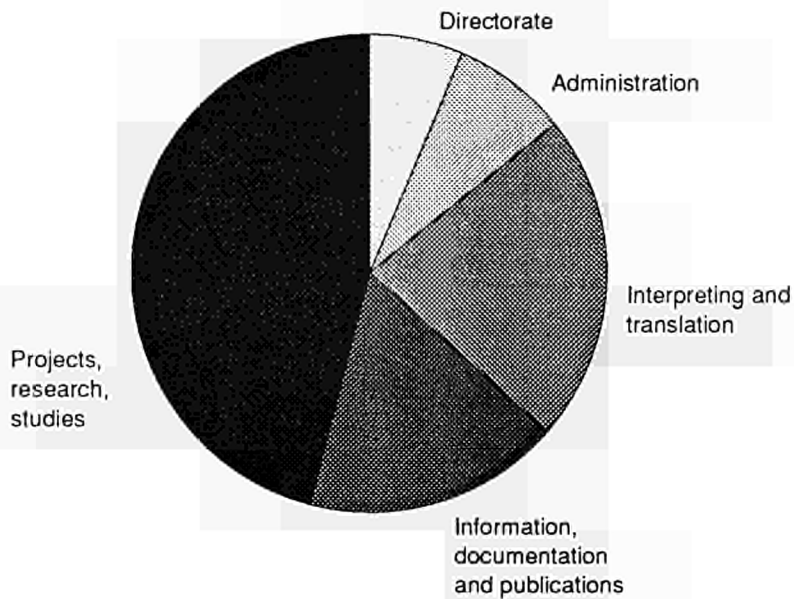
Total expenditure

Year	Total in ECU	Increase in %
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
1992	10 623 587.86	6.19

The following table provides a percentage breakdown of 1992 expenditure:

Sector	Expenditure in %
A. Directorate	6.32
B. Administration	7.88
C. Interpreting and translation	22.41
D. Information, documentation and publications	17.51
E. Projects, research works, studies	45.88
	100.00

Expenditure in diagram form



Operational expenditure

	1988 ¹	1989	1990	1991	1992
Utilization rate for appropriations to the chapter "operating expenditure" in %	98.29	98.26	97.58	93.60	98.40

¹ Provisional "one-twelfth" ruling

Sources

Area A

(1) Council Resolution of 16 July 1985 concerning the comparability of vocational training qualifications between the Member States of the Community, O.J. No. L 199

(2) Council Resolution of 3 December 1992 on transparency of qualifications (93/C 49/01), O.J. No. C 49

(3) Council Resolution of 18 December 1990 on the comparability of vocational training qualifications, O.J. No. C 109

Area B

(4) Council Resolution of 22 July 1991 concerning an action programme for the vocational training of young people and their preparation for adult and working life (Petra), O.J. No. L 214

(5) Council Resolution of 29 May 1990 establishing an action programme for the development of continuing vocational training in the European Community (Force), O.J. No. L 156

Area C

-

Area D

(6) Council Resolution of 2 June 1983 concerning vocational training measures relating to new information technologies, O.J. No. C 166/1 and

Council Resolution of 11 July 1983 concerning vocational training policies in the European Community in the 1980s, O.J. No. C 193/2

(7) Council Decision of 16 December 1988 adopting the second phase of the programme on cooperation between universities and industry regarding training in the field of technology (COMETT II), No. 89/27/EEC

(8) Council Decision of 18 December 1989 establishing an action programme to promote innovation in the field of vocational training resulting from technological change in the European Community, No. 89/657/EEC

Area E

(9) Council Regulation of 18 December 1989 on economic aid to the Republic of Hungary and the Polish People's Republic, No. 3906/89

Area F

-

1. Extract from the Council Regulation establishing CEDEFOP

Official Journal of the European Communities

Volume 18 No L 39
13 February 1975
English Edition

Legislation

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.

2. List of Members of the Management Board*

Government representatives:

Belgium	Mr. Alphonse Verlinden
Denmark	Ms. Birgit Bududu
Germany	Mr. Ulrich Haase
Greece	Mr. Nicholas Iliadis
Spain	Mr. Eduardo Ruiz Muñoz de Baena
France	Mr. Gérard Vanderpotte
Ireland	Mr. Gerry Pyke
Italy	Mr. Mario Alberigo
Luxembourg	Mr. Jean Tagliaferri
Netherlands	Mr. Peter van den Dool
Portugal	Mr. Artur Pereira da Mota
United Kingdom	Mr. John K. Fuller

Representatives of employees' organizations:

Belgium	Ms. Anne-Françoise Theunissen
Denmark	Mr. Niels Lykke Jensen
Germany	Mr. Heinz-Peter Benetreu
Greece	Mr. Georgios Dassis
Spain	Mr. José Manzanares
France	Ms. Marie-Odile Paulet
Ireland	Mr. Kevin Duffy
Italy	Mr. Saul Meghnagi
Luxembourg	Mr. Mario Castegnaro
Netherlands	Ms. Gerda Verburg
Portugal	Mr. João Antonio Gomes Proença
United Kingdom	Mr. Fred Jarvis

*As per 31 December 1992

Representatives of employers' organizations:

Belgium	Mr. Alfons de Vadder
Denmark	Ms. Margit Hurup Grove
Germany	Mr. Helmut Brumhard
Greece	Mr. Evangelos Boumis
Spain	Mr. Julio Sánchez Fierro
France	Mr. Daniel van Elslande
Ireland	Ms. Christine Whyte
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
Netherlands	Mr. Ton van Vuren
Portugal	Mr. José Manuel Prostes da Fonseca
United Kingdom	Mr. Ken Edwards

Representatives of the Commission of the European Communities:

Mr. Hywel C. Jones, Director
Mr. Duilio Silletti
Mr. Ricardo Charters d'Azevedo
TASK FORCE Human Resources, Education, Training and Youth

Observers

Ms. Renate Hornung-Draus
Union of Industries of the European Community (UNICE)

Ms. Maria Helena André
European Trade Union (CES)

3. List of Staff

As of 31 December 1992, the Centre had a staff of 71.

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
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⁽¹⁾ Teresa Henriques ⁽¹⁾
Jette Kristensen⁽¹⁾ Paola Lino ⁽¹⁾
Despo Mourmouris ⁽¹⁾ Carola Müller⁽¹⁾
Heinz Neumann Maryse Robert ⁽¹⁾
Amaia Rodriguez ⁽¹⁾ Martine Tchobanian-Pfützner
Marlies van Hoof

Publications

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

(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 NiCheallaigh
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 Dolberg-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
- 3 C posts: Hildegard Cernitori
Marie-Jeanne Tchdry
- 2 D posts: Joachim Pahl
- Chantal Cambrelin
Sabine Reich
Bernhard Ziech
- Marion Strissel
- Rita Vogel

4. List of CEDEFOP publications which appeared 1992

I	Continuing education and training	
1	<p>Perspectives de la formation continue Coop�ration entre l'Europe de l'Ouest et de l'Est - 3e Congr�s Europ�en Formation Continue Berlin, 14-15 mars 1991 Documents du Congr�s</p>	FR
II	Training of trainers	
2	<p>Formazione dei formatori: problematica e processi evolutivi in atto</p>	IT
III	Vocational training systems	
3	<p>La formaci�n profesional en Am�rica latina</p>	ES
4	<p>Strukturen der allgemeinen und beruflichen Bildung in den Mitgliedstaaten der Europ�ischen Gemeinschaft</p>	DE
5	<p>Structures des syst�mes d'enseignement et de formation initiale dans les Etats Membres de la Communaut� Europ�enne</p>	FR
IV	Small and medium-sized enterprises	
6	<p>Creaci�n de empresas: pol�ticas de apoyo y papel de la formaci�n Informes nacionales de la Rep. Fed. de Alemania y los nuevos L�nder (antigua RDA), B�lgica, Dinamarca e Irlanda</p>	ES
7	<p>Die Wirkungen der Politik zur F�rderung der Gr�ndung kleinerer Unternehmen in der Bundesrepublik Deutschland, insbesondere in den neuen Bundesl�ndern (ehemalige DDR) - Synthesebericht</p>	DE
8	<p>Support policies for business start-ups and the role of training in Greece - Synthesis Report</p>	GR

9	Support policies for business start-ups and the role of training in the Federal Republic of Germany, in the former German Democratic Republic (GDR) and in Luxembourg - Synthesis report	EN
10	Support policies for business start-ups and the role of training - National reports from Ireland, Denmark and the Netherlands - Synthesis report	EN
11	Support policies for business start-ups and the role of training - National reports from Portugal, Belgium and Greece - Synthesis report	EN
12	Création d'entreprises: politiques de soutien et rôle de la formation - Rapports nationaux sur RFA, RDA, Luxembourg et rapport de synthèse	FR
13	Création d'entreprises: politiques de soutien et rôle de la formation - Rapports nationaux sur l'Irlande, le Danemark, les Pays-Bas et rapport de synthèse	FR
14	Création d'entreprises: politiques de soutien et rôle de la formation - Rapports nationaux sur le Portugal, la Belgique, la Grèce et rapport de synthèse	FR
15	Gli effetti delle misure di sostegno alla creazione di imprese nella Comunità europea - Rapporti nazionali: Belgio, Danimarca, Rep. federale di Germania, exRep. democratica tedesca, Irlanda	IT
16	Criação de empresas: políticas de apoio e papel da formação. Relatórios nacionais da Espanha, França e Portugal e relatório de síntese	PT
V	Regional development	
17	Unternehmensgründungen: Die Förderungspolitik und die Rolle der Ausbildung. Länderberichte aus Spanien, Frankreich, Großbritannien, Italien. Schlußfolgerungen	DE
18	Evaluation de la formation professionnelle dans un cadre territorial La formation professionnelle et le développement de la région d'Alcobaça et de Caldas da Rainha	FR

19	Avaliação de formação profissional num contexto regional A formação profissional e o desenvolvimento da região de Alcoaça e Caldas da Rainha	PT
VI	Equality of opportunity between men and women	
20	Igualdad de oportunidades y formación profesional - Evaluación de los programas de formación para mujeres en empresas	ES
21	Lige muligheder og erhvervsuddannelse Evaluering af virksomhedsuddannelsesprogrammer for kvinder	DA
22	Equal opportunities and vocational training. Evaluation of in-company vocational training schemes for women	GR
23	Equal opportunities and vocational training - Selected programmes of vocational training for women	EN
24	Parità di opportunità e formazione professionale - Valutazione di programmi di formazione per le donne nelle imprese	IT
25	Gelijke kansen en beroepsopleiding Evaluatie van opleidingsprogramma's voor vrouwen binnen bedrijven	NL
26	Igualdade de oportunidades e formação profissional. Avaliação de programas de formação para as mulheres nas empresas	PT
VII	The disabled	
27	Condiciones para el éxito de la integración de los minusválidos en la vida profesional	ES
28	Forudsætninger for en vellykket integrering af handicappede i arbejdslivet	DA
29	Voraussetzungen einer erfolgreichen Integration Behinderter in das Arbeitsleben	DE
30	Requirements for the successful integration of disabled people into working life	GR
31	Requirements for the successful integration of disabled people into working life	EN

32	Conditions du succès de l'insertion des handicapés dans la vie professionnelle	FR
33	Premesse per un'effettiva integrazione dei disabili nella vita attiva	IT
34	Condições do sucesso da inserção dos deficientes na vida profissional	PT
VIII Exchange of experience		
35	Towards cooperation among researchers of vocational education and training in Europe: Papers presented at the platform meeting of European Vocational Training	EN
IX Long-term unemployed		
36	Weiterbildung von Langzeitarbeitslosen in zehn Mitgliedstaaten der Europäischen Gemeinschaft - Synthesebericht	DE
37	New strategies to combat long-term unemployment in Belgium, Denmark and the United Kingdom - Synthesis report	EN
38	Nouvelles stratégies de lutte contre le chômage de longue durée en Belgique, au Danemark et au Royaume-Uni - Rapport de synthèse	FR
X Comparability of vocational training qualifications		
39	Correspondencia de las cualificaciones en Europa. A.H. Koelink	ES
40	El proyecto comunitario "Correspondencia de las cualificaciones de formación profesional" Objetivos, método de trabajo, evaluación	ES
41	EF-projektet "Sammenlignelighed af de ved erhvervsuddannelse opnåede kvalifikationer" Mal, fremgangsmåde, evaluering	DA
42	Sammenlignelighed af erhvervsuddannelsesbeviser i Europa Rapport udarbejdet af A.H. Koelink på vegne af CEDEFOP, januar 1992	DA

43	Das EG-Projekt "Entsprechungen von beruflichen Befähigungsnachweisen" - Ziele, Arbeitsverfahren, Bewertung	DE
44	Entsprechung der beruflichen Befähigungsnachweise in Europa. Gutachten von Herrn A.H. Koelink im Auftrag des CEDEFOP, Januar 1992	DE
45	The EC Programme "Comparability of vocational training qualifications" Aims, working methods, evaluation	GR
46	The comparability of vocational qualifications in Europe Report by Mr. A.H. Koelink, commissioned by CEDEFOP, January 1992	GR
47	The comparability of vocational qualifications in Europe Report by Mr. A.H. Koelink commissioned by CEDEFOP, January 1992	EN
48	The EC Programme "Comparability of vocational training qualifications" Aims, working methods, evaluation	EN
49	Correspondance des qualifications de formation professionnelle en Europe - Rapport de M. A.H. Koelink à la demande de CEDEFOP, janvier 1992	FR
50	Le projet communautaire "Correspondance des qualifications de formation professionnelle" Objectifs, méthodes, évaluation	FR
51	Corrispondenza dei diplomi in Europa Relazione di A.H. Koelink su incarico del CEDEFOP, Gennaio 1992	IT
52	Il progetto comunitario "Corrispondenza delle qualifiche di formazione professionale" Obiettivi, procedimenti di lavoro, valutazioni	IT
53	Diplomavergelijking in Europa Rapport in opdracht van het CEDEFOP door de heer A.H. Koelink, januari 1992	NL
54	Het EG-Project "Vergelijkbaarheid van de getuigschriften van vakbekwaamheid" Doelen, werkmethode, evaluatie	NL
55	Correspondência de diplomas na Europa Parecer do Sr. Koelink formulado a pedido do CEDEFOP, Janeiro 1992	PT
56	Projecto CE "Correspondência de qualificações de formação profissional" Objectivos, métodos de trabalho, avaliação	PT

XI	Occupational profiles	
57	Estructura de empleos y cualificaciones en el ámbito de la orientación escolar y profesional de jóvenes y adultos en Espana	ES
58	Perfiles profesionales y estructuras ocupacionales de la protección del medio ambiente en la industria metalúrgica y química: Informe de síntesis	ES
59	Berufliche Tätigkeiten und Qualifikationsanforderungen bei der Erhaltung und Erneuerung des Architekturerbes. Länderbericht für die Bundesrepublik Deutschland	DE
60	Berufsprofile in der europäischen Stahlindustrie	DE
61	Berufsprofile und Beschäftigungsstrukturen im Umweltschutz, in der Metall- und chemischen Industrie - Synthesebericht	DE
62	Tätigkeitsprofile beruflicher Berater in der Bundesrepublik Deutschland	DE
63	Umweltschutzbezogene Beschäftigungsstrukturen und Berufsprofile im öffentlichen Dienst der Bundesrepublik Deutschland - Das Beispiel Luftreinhaltung	DE
64	Occupational and qualification structures in the field of educational and vocational guidance for young people and adults: Greece, Spain, Italy	EN
65	Occupational and qualification structures in the field of environmental protection in the public sector with reference to air pollution control - United Kingdom	EN
66	Occupational and qualification structures in the field of educational and vocational guidance for young people and adults: in Belgium, in Ireland, in the Netherlands, in Portugal	EN
67	Occupational profiles and employment structures in environmental protection in the metal and chemical industries - Summary report	EN
68	Occupational profiles in the European steel industry	EN
69	Occupational profiles of vocational counsellors in the Federal Republic of Germany	EN

70	Occupational profiles of vocational counsellors in the Grand Duchy of Luxembourg	EN
71	Occupational profiles of vocational counsellors in the European Community. A synthesis report	EN
72	Occupational profiles of vocational counsellors in Denmark	EN
73	Occupational profiles of vocational counsellors in the United Kingdom	EN
74	Occupations in building rehabilitation and restoration in Belgium	EN
75	Analyse de la structure des profils professionnels dans le secteur touristique au Royaume-Uni	FR
76	Profils de la profession de conseiller d'orientation au Danemark	FR
77	Profils professionnels dans la réhabilitation et la restauration de bâtiment en Belgique. Enquête menée par le Centre européen de promotion de la formation dans la construction	FR
78	Profils professionnels dans la sidérurgie européenne	FR
79	Restauration et réhabilitation du patrimoine architectural Rapports nationaux: France, République fédérale d'Allemagne, Italie	FR
80	Structure des emplois et des qualifications dans les services d'orientation professionnelle des jeunes et des adultes	FR
81	I profili professionali nel quadro del sistema di orientamento professionale in Italia. Profili professionali dei consiglieri di orientamento professionale nella CE - Rapporto di sintesi	IT
82	Poteri, funzioni e strutture della pubblica amministrazione nel campo della lotta all'inquinamento atmosferico e all'alterazione del clima (Indagini sui profili professionali: Italia, RFG, Regno Unito)	IT
83	Struttura degli impieghi e delle qualifiche nel settore del recupero e del restauro del patrimonio architettonico (Rapporti nazionali: Italia, Francia)	IT

XII	Documentation	
84	Thesaurus multilingue de la formación profesional	ES
85	Mehrsprachiger Thesaurus der Berufsausbildung	DE
86	Multilingual thesaurus of vocational training	EN
87	Thésaurus multilingue de la formation professionnelle	FR
88	Thesaurus multilingue della formazione professionale	IT
89	Thesaurus multilingue da formação profissional	PT
XIII	Information about CEDEFOP	
90	Informe anual 1991	ES
91	Årsberetning 1991	DA
92	Jahresbericht 1991	DE
93	Annual Report 1991	GR
94	Annual report 1991	EN
95	Rapport annuel 1991	FR
96	Relazione annuale 1991	IT
97	Jaarverslag 1991	NL
98	Relatório anual 1991	PT
99	Algunas reflexiones sobre la Europa del mañana 50 reunión del Consejo de Administración	ES
100	Nogle betragtninger over morgendagens Europa 50. møde i CEDEFOP's bestyrelse	DA

101	Aufgaben und Kompetenzen berufsbildungsrelevanter Einrichtungen in der Europäischen Gemeinschaft	DE
102	Einige Überlegungen zum Europa von morgen. 50. Sitzung des Verwaltungsrates	DE
103	Some thoughts on the Europe of tomorrow The 50th meeting of the Management Board	GR
104	Some thoughts on the Europe of tomorrow The 50th meeting of the Management Board	EN
105	Quelques réflexions sur l'Europe de demain 50ème réunion du Conseil d'administration	FR
106	Riflessioni sull'Europa di domani - cinquantesima riunione del Consiglio di Amministrazione	IT
107	Een paar gedachten over het Europa van morgen 50ste vergadering van de Raad van Bestuur	NL
108	Algumas reflexões sobre a Europa de amanhã 50a reunião do Conselho de Administração	PT
XIV	Journal "Vocational Training"	
	2/91	
109	La esencia de las cualificaciones	ES
110	Kvalifikationer - perspektiver og debat	DA
111	Berufliche Qualifikationen heute - Entwicklung und Akteure	DE
112	Berufliche Qualifikationen heute - Entwicklung und Akteure	GR
113	Qualifications for a changing world	EN
114	Quid des qualifications?	FR
115	Qualifica professionale: quale? come?	IT

116	Kwalificaties nader bekeken	NL
117	A essência da qualificação	PT
	1/92	
118	El papel del Estado y de los interlocutores sociales: mecanismos y esferas de influencia	ES
119	Statens og Arbejdsmarkedets Parters Rolle: Mekanismer og indflydelsessfærer	DA
120	Die Rolle des Staates und der Sozialpartner: Mechanismen und Einflußbereiche	DE
121	The role of the State and the social partners: mecanisms and spheres of influence	GR
122	The role of the State and the social partners: mecanisms and spheres of influence	EN
123	Ruolo dello stato e delle parti sociali: meccanismi e sfera d'influenza	IT
124	De rol van de overheid en de sociale partners: systematiek en invloedssferen	NL
125	O papel do Estado e dos parceiros sociais: mecanismos e esferas de influência	PT
XV	CEDEFOP flash	
	1/92	
126	Formación de formadores: ¿nuevas estructuras institucionales y funcionales?	ES
127	Ausbildung der Ausbilder: Neue Wege und Aufgaben?	DE
128	Training of trainers: new institutional and functional structures?	EN
129	Formation des formateurs: de nouvelles constructions institutionnelles et fonctionnelles?	FR

130	La formazione dei formatori: verso una nuova organizzazione istituzionale e funzionale?	IT
131	Formação de formadores: novas construções institucionais e funcionais?	PT
	2/92	
132	Formación y formación continua en la industria europea del automóvil	ES
133	Aus- und Weiterbildung in der Europäischen Automobilindustrie	DE
134	Continuing education and training in the European automobile industry	EN
135	La formation initiale et continue dans l'industrie automobile en Europe	FR
136	La formazione professionale e la formazione continua nell'industria automobilistica europea	IT
	3/92	
137	Informe sobre la evolución del servicio de documentación y biblioteca	ES
138	Der Bibliotheks- und Dokumentationsdienst des CEDEFOP	DE
139	CEDEFOP's library and documentation service	EN
140	Le service bibliotheque et documentation du CEDEFOP	FR
141	Il servizio di documentazione e la biblioteca del CEDEFOP	IT
142	De bibliotheek en de documentatie-afdeling van het CEDEFOP	NL
	4/92	
143	Cuarto Congreso Europeo de la Formación Continua "Eurotrain for training", Berlín, Varsovia, Praga, Budapest, Viena del 5 al 9 de octubre de 1992	ES
144	Den 4. Europæiske Efter- og Videreuddannelseskongres "Eurotrain for training", Berlin, Warszawa, Prag, Budapest, Wien, 5. - 9. oktober 1992	DA

145	4. Europäischer Weiterbildungskongreß "Eurotrain for training", Berlin, Warschau, Prag, Budapest, Wien, 5.-9. Oktober 1992	DE
146	4. Europäischer Weiterbildungskongreß "Eurotrain for training", Berlin, Warschau, Prag, Budapest, Wien, 5.-9. Oktober 1992	GR
147	4th European Congress on Continuing Education and Training "Eurotrain for training", Berlin, Warsaw, Prague, Budapest, Vienna, 5-9 October 1992	EN
148	4e Congrès européen sur la formation continue "Eurotrain for training" Berlin, Varsovie, Prague, Budapest, Vienne, 5-9 octobre 1992	FR
149	IV Congresso europeo sulla formazione continua "Eurotrain for training", Berlino, Varsavia, Praha, Budapest, Vienna, 5-9 ottobre 1992	IT
150	IVe Europees Congres over bij- en nascholing "Eurotrain for training", Berlijn, Warschau, Praag, Boedapest, Wenen, 5-9 oktober 1992	NL
151	IV Congresso Europeu de Formação Continua "Eurotrain for training", Berlim, Varsóvia, Praha, Budapeste, Viena, 5 a 9 de Outubro de 1992	PT
	5/92	
152	FORUM DEL CEDEFOP 1992	ES
153	CEDEFOP FORUM 1992	EN
	6/92	
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155	Evaluation de la formation professionnelle dans un cadre territorial	FR
156	Valutazione della formazione professionale in un ambito territoriale	IT
	7/92	
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