

**Annual Report 1984**

**CEDEFOP**





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

# Annual Report 1984

**CEDEFOP**

Annual Report 1984  
adopted by the Management Board on 15 March 1985

European Centre for the Development of Vocational Training  
Bundesallee 22, **D-1000 Berlin 15**, Tel.(030) 88 41 20

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I - INTRODUCTION

The year 1984 was the second year of implementation of the three-year programme "Guidelines for the activities of CEDEFOP 1983-1985", which, as recorded in the last annual report, were adopted on 1 December 1982. This framework programme defined the areas in which the Centre would concentrate its activities during this period.

The implementation of the Centre's work programme was adversely influenced, in the course of the year, by the budgetary constraints which affected all the Community institutions.

The delay in the execution of the programme was, however, minimized with the helpful cooperation of our partners and through the intensive efforts they have undertaken. For this the Centre expresses its thanks.

As a result of these constraints, a number of activities conducted in 1984 can only be completed in 1985.

The directors of the Centre, in collaboration with the Staff Committee, organized a number of introductory courses on information technology for all staff members, with a view to modernizing the equipment and methods of work.

The Centre's 1984 Work Programme was adopted by the Management Board on 25 November 1983 along the lines of the three-year 1983-1985 framework programme, keeping in mind the Centre's overall task (1) of providing scientific and technical support to the Commission by means of

- promoting and coordinating research,
- compiling and distributing documentation,
- promoting an exchange of information and experience,
- organizing meetings,
- facilitating a concerted approach to vocational training problems.

The work of the Centre was a logical sequence to the activities undertaken by the Commission in order to implement a medium-term action programme based on the Council Resolutions

- of 2 June 1983 concerning vocational training measures relating to the new information technologies,
- of 11 July 1983 concerning vocational training policies in the European Communities in the 1980s.

The main lines of action may be summarized as follows:

- the establishment of a network for cooperation in the field of documentation with the specialized bodies in the Member States,
- the questions arising for vocational training structures in a situation characterized by rapid technological change,

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(1) Regulation (EEC) No. 337/75 of the Council of 10 February 1975.



- the growing need to expand training opportunities for adults,
- the link between vocational training and employment,
- specific measures designed to improve the situation of under-privileged groups and in particular the situation of unemployed youth,
- the contribution of vocational training to regional development and job creation.



# II Activities



A - PERMANENT ACTIVITIES

1. PERIODICAL PUBLICATIONS

1.1. Bulletin "Vocational Training"

In accordance with the task assigned to the Centre by Art. 3 of its constituent Regulation, and in fulfilment of the mandate given by the Management Board, the Centre published three issues of its Bulletin "Vocational Training" in 1984 (circulation: 10 700).

- No. 14 (June) "Small and medium-sized undertakings"
- No. 15 (September) "Distance learning"
- No. 16 (December) "Training of young people in new forms of employment"

The Bulletin has three sections:

- feature articles (ideas, opinions, proposals)
- a dossier (informative articles)
- Europe (articles on the initiatives and programmes of Community and international institutions)

The publication aims at conveying ideas, opinions and suggestions to those who are called upon to take decisions in the field of vocational training. It makes an attempt to exploit the work of the Centre, particularly those projects which may be of interest to a broad public.

Some promotion schemes were carried out in 1984 to increase the number of paid subscriptions.

As a consequence, the number of paid subscriptions rose by 118% compared with 1983.

Special attention was given to readers' mail and to direct relations with experts, specialized institutions and the editorial committees of leading national journals dealing with vocational training.

## 1.2. "CEDEFOP news"

With 25 000 copies per issue, it is estimated that this publication covers a target group of about 40 000 readers.

In the course of 1984 the Centre continued to consolidate the organizational arrangements for the production of "CEDEFOP news" by

- enlarging the network of correspondents,
- encouraging readers to send information which can be published.

Growing attention was given to readers' mail. The editors replied to a large number of requests for information.

The Centre brought out two issues, Nos. 7 and 8, and prepared Nos. 9 and 10.

In 1984 a Greek version was published. The conditions for the permanent adoption of a seventh language have been analysed and the proposals are being examined.

A survey covering about 14 000 readers was undertaken in order to check the impact of the publication and the response to it. The results of the survey produced a clearly positive evaluation:

- a large number of the readers read the entire publication or most of it (58.3%),
- the articles are considered to be comprehensible (61.3%), interesting (48.3%), relevant (35.3%), pleasant reading (49.8%),
- the readers approve of the choice of topics (75.6%),
- the layout is considered to be very good or good (60.5%),
- a sizeable number of the readers (53.7%) contacted the

bodies and institutions referred to in "CEDEFOP news" and almost all of them received the information which they required.

The Working Group of the Management Board on the Centre's information policy discussed several proposals to ensure the regular appearance of the periodical and a better adaptation of article content and topics to readers' needs.

### 1.3. "CEDEFOP flash"

Since October 1984 the Centre has produced a new instrument for the rapid dissemination of information: "CEDEFOP flash", a three-language publication (DE, EN, FR) giving brief information on subjects of current interest. It is distributed free of charge in photocopied form.

The addressees are mainly decision-makers in the field of vocational training in the Member States, various groups, committees and services of the Economic and Social Committee, the European Parliament, the Council of Ministers, the Commission and Community institutions, and journalists specializing in vocational training issues.

With "CEDEFOP flash", the Centre was able to disseminate the results of the conferences it had organized on:

- Regional development and vocational training,
- Management and labour and the transition of young people to working life (in collaboration with IFAPLAN),

and a mission report:

- Study visit: vocational training confronted with the new technologies in Japan.



## 2. INFORMATION AND DOCUMENTATION

The importance of information and documentation as a part of the Centre's tasks has been underlined by the Management Board on several occasions.

### 2.1. Extension of the network of correspondents

In addition to the countries which are already members of the network (DK, D, F, IRL, I, UK), contracts were signed with organizations in Belgium and the Netherlands. Negotiations are going on with Greece and the Grand Duchy of Luxembourg.

In accordance with the needs of the Centre, the correspondents provided bibliographical index sheets to be included in the catalogue at the Centre's library, as well as information, reviews and a variety of documents which could be of use in establishing bibliographies and documentary dossiers on specific topics. The correspondents played an important role in the dissemination of information in the countries of the Community.

The Centre's network collaborated closely with Eurydice, the Community information network on education, the International Labour Office at Geneva and its Centre in Turin.

In 1984 the Centre organized two meetings of the network, and other national meetings in which members of the Centre's Management Board and specialized institutions participated, were organized in London, Dublin and Copenhagen.

### 2.2. Thesaurus

The thesaurus has been finalized and is at present available (working document) in EN, FR, DE, IT.

This thesaurus was designed in such a way as to be as compatible as possible with EUDISED (1) on education and the ILO thesaurus.

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(1) European Documentation and Information System on Education, jointly financed and managed by the Commission and the Council of Europe.

### 2.3. Computerization

In order to have access to all available sources of information and to set up its own data bank, the Centre

- negotiated the possibility of acquiring access to data banks covering the field of vocational training,
- gave the documentation staff the opportunity of attending courses on computerization,
- conducted a preliminary experiment with its informatics material in order to test a hypothesis for a data bank.

### 2.4. Dissemination and utilization of available documents

Documentary dossiers and bibliographies which already existed as working documents were published.

A bibliography on the financing of vocational training was drawn up for 6 countries (DK, D, F, IRL, I, UK).

A certain number of selective bibliographies are being prepared, e.g. the training problems of handicapped persons and the list of periodicals which deal with the problems of training.

In the course of the year, the Centre was called upon to reply to a growing number of requests for documentation and information.

The library catalogue contains 20 000 index cards covering a whole range of documents and publications.

More than 260 periodicals were analysed and indexed by the Centre and the members of the network.

### 3. VOCATIONAL TRAINING TERMINOLOGY

The clarification of a specialized language is a fundamental task of great importance in a multilingual Community. It is not only a question of facilitating communication within this field but of creating a foundation for exchanges with the instruments which will be available in the future.

In 1984 an inter-institutional group embarked on this task. The inter-institutional working group on terminology and documentation (GIIT) agreed to allocate a pilot project to vocational training terminology. This project is now being implemented.

The working group GT 6 consists of the specialized services of the Parliament, the Council, the Commission and the Economic and Social Committee of the European Communities with CEDEFOP as team leader.

The selection of terminological data is based on the descriptions of the vocational training systems of the Member States of the EC which were produced by CEDEFOP at an earlier date. The first phase of analysis of material was initiated parallel to the establishment of the method approach and the elaboration of a work schedule.

At the end of the year the work had reached a stage which consisted of classification of data, a phase required before the actual terminological work (contents, conceptual relationships and systems) can commence. In all more than 2 500 terms originating from 9 countries were compiled, the Greek terms being added later.

It is important to note that, in addition to a good understanding amongst the institutions of the Community, the Centre sees this as a guarantee for the application of the results of the group's work by all concerned.

CEDEFOP would like to thank all the services concerned for their great cooperation.

In addition to this, cooperation has commenced with the International Information Centre for Terminology (Infoterm) in Vienna (a centre set up within the framework of UNESCO's UNISIST<sup>(1)</sup> programme) in order to develop a specific methodology for the terminological back-up of CEDEFOP projects. A proposal has been prepared which will be applied in 1985. This cooperation will also provide CEDEFOP with the latest findings in the information field, and this underlines the growing importance of terminological work for the future.

#### 4. VISUALIZATION OF CEDEFOP RESEARCH RESULTS

4.1. The Centre, in collaboration with the ILO in Turin, is in the process of completing a series of slides with commentary presenting the Centre and its tasks within the context of the Community institutions.

4.2. A video-tape describing the training system in Belgium is now in production. Negotiations are going on with other Member States on audio-visual presentations which will describe vocational training in the other countries of the Community.

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(1) Intergovernmental programme for cooperation in the field of scientific and technological information.

B - PRIORITY WORK THEMES

1. YOUNG PEOPLE

In 1984 the problems of the relationship between the education, vocational training and the social and occupational integration of young people continued to be one of the priority tasks of the Centre.

For the project "Training of young people in new forms of employment" the Centre organized a conference in May 1984 from which some interim conclusions were drawn and which led to the preparation of the second phase of the project.

For the project "Social and occupational integration of young people" the Centre organized several working meetings to which it invited the coordinators of projects at regional and local level. An interim report presenting the experience of different regions was drawn up and discussed at the meeting held at the end of November 1984.

With regard to "Alternance training", the Centre published a comparative analysis of the content of the training contracts and the corresponding legal provisions.

The project "Vocational training and job creation programmes" resulted in some national monographs which describe the latest developments in this field.

A synthesis report has been prepared and is now ready for publication.

At the request of the Commission and in collaboration with IFAPLAN in Cologne, the Centre organized a meeting of the representatives of pilot projects relating to the "Programme for transition from school to working life II". The representatives of management and labour participated actively in the discussions. Issue No. 2 of "CEDEFOP flash" gave information on the results of this meeting.

## 2. EQUALITY OF OPPORTUNITY FOR MEN AND WOMEN

1984 saw the completion of the studies evaluating the impact of innovative vocational training programmes on the diversification of occupational choice for women and girls.

In the course of a conference held at the end of September the representatives of vocational training, labour and management and the national committees on "equality of opportunity" drew conclusions from the studies which were conducted in the Member States and summarized in the document: "Equality of opportunity and vocational training; five years on."

Encouraged by the Commission, two working parties drew up recommendations addressed to Community, national and regional authorities. The list of recommendations will be attached to the final conference document and published in all the Community languages in 1985.

The conference enabled CEDEFOP to confirm its two lines of action for the coming years:

- initial and continuing training programmes for women as related to the introduction of new information technologies,
- the role of equal opportunity counsellors in all circles dealing with vocational training.

### 3. MIGRANT WORKERS

In 1984 activities in the field of migrant workers mostly envisaged the conclusion of the project which had been launched in the preceding years, and in particular:

- the conclusion of the "Training of young migrants" project undertaken in cooperation with the International Labour Office in Geneva;

CEDEFOP participated in the final preparation of a "Guide" to the experiment.

- "Training situation of young migrants": the national reports (Belgium, Denmark, France, Luxembourg, United Kingdom) have been brought up to date and are in the process of publication.

The national studies provide an overall view of the training situation of young people of foreign origin in the host countries of the Community; they also identify the training areas or measures which can make the best contribution to the social and occupational integration of these young people.

- "Significant activities" monitoring system: a study was started on the training measures and methods falling within the context of training provision for migrants, and a synthesis of national reports, which concludes the first phase of this project, was also begun: a seminar indicated the paths through which the vocational training provision for migrant workers returning to their region of origin (for example the regions of southern Italy) can best contribute to their social and occupational integration and also to the development of activities in their regional territory.

#### 4. THE HANDICAPPED

The activities of CEDEFOP in this field focus on promotion of vocational training and the social integration of handicapped persons and here a special priority is given to young handicapped people.

One of the principal methods for achieving this objective is the collection and the dissemination of information on the relevant activities at Community and national level.

It was in this setting that the Centre took action in 1984:

- elaboration of a selective bibliography,
- production of a list of institutions and bodies in contact with the EC Commission and CEDEFOP, and
- collaboration with the EC Commission for the computerization of data on the training of the handicapped.

Furthermore, the Centre has made preparation for a seminar to be held in the second quarter of 1985 with representatives of the Commission and the social partners on the initiatives and measures to be taken to promote the occupational integration of the handicapped.



## 5. CONTINUING TRAINING

1. In March 1984 the Centre organized a conference on the subject "Continuing training and the labour market" which was attended by 65 experts representing the groups of the Centre's Management Board, coming from the Member States, Community organizations, and representing international bodies.

A synthesis report on the conference was produced in 7 languages, a more analytical report in 3 languages is now being prepared. The synthesis report was distributed to the members of the Advisory Committee on Vocational Training.

The main conclusion of the conference was to underline the fact that the problems of the education and training of adults should be the subject of a "global and integrated approach". The structure of the labour market and the changes in qualifications as a result of technological change make it necessary to have this approach, and at the same time requires a greater participation of management and labour and the different public administrations.

During 1984 the reports on the research findings, which served as the basis for the conference in March, were published in several languages.

2. The Centre undertook and completed a study on the "Situation and trends in the provision of distance training in Italy". Italy was selected as the area of investigation because of the rapid increase in the provision of distance training opportunities in the last few years partly as a result of a considerable development of information media, both in the public and private sectors.

The study in Italy received the support of experts from Belgium, France and the United Kingdom.

This project, which was concluded with a study report, makes it possible to identify certain key elements for the future activation of a "network of cooperation between responsible persons/operators in the field of distance training" in Europe.

## 6. TECHNOLOGICAL DEVELOPMENT AND QUALIFICATIONS

While working on the project "Hybrid skills for technicians and maintenance personnel" the Centre organized a meeting attended by specialists representing management and labour.

Although the concept of "hybrid skills" was not accepted by all concerned, there was agreement on the importance of basic skills. Certain factories (especially automobile factories) have set up training programmes for their staff so that they can adapt to new technologies.

The work on the repercussions of robotics was continued by exploiting the results of the November 1983 seminar and in particular the effects of the introduction of "artificial vision" on control and machining functions. A project for the exploitation of results in this field was started and a documentation will be published in 1985.

With regard to the introduction of new technologies in the tertiary sector, studies in enterprises were begun in three countries.

The expert meeting and the case studies have the aim of finding ways and means of improving the particularly problematic position of people with few qualifications and the retraining of clerks and secretaries who are already employed. In this context the two factors studied were work organization and initial training.

The Centre continued to collect information on training policy in enterprises. This important subject faces difficulties because of the weak links between training and the general business policy of the enterprise.

National research teams are studying these questions, which are becoming increasingly important because of the growing significance of the role of the enterprise in the training process, especially in times of rapid technological change.

With the aid of the Commission, the Centre established a basis for cooperation between research teams from different Member States on a study of the development of qualifications in enterprises using new production systems. This operation will help in setting up a monitoring system for occupations and qualifications based on two fundamental questions:

- What are the relationships between work systems and training opportunities?
  
- How can one set up training courses which will prepare the students to cope with immediate occupational requirements emerging now, but which at the same time anticipate long-term needs?

A case study on the introduction of a flexible manufacturing system was completed; this study, which presents interesting conclusions, will be published in 1985.

In 1984 the Centre started to exploit the results of the seminar organized in Luxembourg on the subject of "The problems of vocational training in small and medium enterprises"; it participated in several meetings and started work on two feasibility studies on a network of innovative experiences for the sector.

## 7. REGIONAL DEVELOPMENT AND VOCATIONAL TRAINING

Since 1979 CEDEFOP has been engaged in observation and the organization of meetings on the role of vocational training in the creation of new activities and regional development.

In 1983 it was felt that it is time to have a more systematic organization of the comparison of vocational training and regional development policies in order to capitalize on past achievements and examine open questions.

In particular, following the decentralization measures which were carried out in most of the countries, the regions in Europe participate fully in the approaches taken in the vocational training sector, which were quite innovative as regards the search for ways and means of overcoming the economic and social crisis.

To this end, preparatory work was done by ADEP (Agence Nationale pour le Développement de l'Education Permanente - National Agency for the Development of Adult Education) and the Fondazione Giulio Pastore to classify the measures and methods through which six regions of the EC are trying to establish new links between vocational training and regional development.

The situations and problems described by Scotland, Wallonia, North Rhine - Westphalia, Picardy, Provence-Alpes-Côte d'Azur and the Marches showed enough similarities that it was decided to have a meeting of their representatives in a first forum to serve as a test for future inter-regional cooperation.

The EC Commission, the Council of Europe and the members of CEDEFOP's Management Board attended this meeting.

The first issue of "CEDEFOP flash" gave some information on the results of the meeting. In the course of time it seems as if the regions have become one of the essential partners for the renewal of the relationship between human resources, capital and the technologies with a view to maintaining or creating economic activity and employment. Just like the enterprises, the regions are sufficiently decentralized to be in a position to have a genuine perception of the crisis and its effects and to invent appropriate responses.

Within the context of the three broad themes which structured the discussion of the Forum, nineteen proposals were elaborated. Such a contribution harbours a wealth of information for those who are in leading positions of responsibility for employment, training and economic development policies at regional, national and European level.

## 8. TRAINING OF TRAINERS

The Centre distributed a synthesis report in three languages (FR, DE, EN) summarizing the content of the national reports produced in 1983.

The preparatory work for a conference to be held on this subject in 1985 has begun. Invitations will be extended to the principal trainer groups, those responsible for the training of trainers in the Member States, the social partners and the EC Commission.

The Centre has also responded to the Commission's request on "the training of development agents".

- in the form of a working document (in French)  
"La formation des agents de développement" (experience gained in three countries (Benelux), April 1984), and
- a brief report on the definition and role of "local development agents" from the point of view of vocational training.

## 9. TRAINING STRUCTURES AND SYSTEMS

The "Guide to vocational training systems" is available in all languages of the Community (the Greek version is still a provisional document).

The monograph on the training system in the Federal Republic of Germany has been brought up to date and translated into French and English.

The monographs describing the systems in Spain and Portugal are being prepared. The Centre has started to update the existing monographs in order to have a later updating of the "Guide".

Generally speaking, it must be stressed that these publications are in constant demand, a fact which confirms that this documentation is a point of reference for a number of useful applications.

Furthermore, the Centre has started to produce audio-visual presentations of the description of national systems in collaboration with government bodies in the different countries.

For the project "Financing of vocational training" the Centre held a meeting of experts in preparation for an important meeting to be held in February 1985.

The work was undertaken in close collaboration with the Commission and the Statistical Office of the EC. The accent was put on the flows of resources and the allocation criteria for the 18-25 age group. A number of national studies are being written and will be published in 1985 together with the results of the conference.

As far as approximation of training levels is concerned, the work of the group "Agriculture" (7 expert meetings) was concluded in 1984.



# **III Résumé**



1. Review of activities in fulfilment of the Centre's institutional tasks

Article 2, which refers to the establishment of the Centre, defines the tasks assigned to it. The projects have been regrouped in terms of the tasks laid down in the Regulation. As certain projects fulfil a number of these tasks, the regrouping serves purely for general orientation.

- Contribution towards the promotion and coordination of research (1)

(Training policy in enterprises - 3.204; Vocational training and flexible manufacturing systems - 3.214; Financing of vocational training - 3.224)

- Compilation and distribution of information and documentation

(Documentation - 1.104; "Vocational Training" - 1.304; "CEDEFOP news" - 1.804; Visualization of CEDEFOP research results - 1.814; Vocational training terminology - 2.004; Guide to training systems - 4.214)

- Promotion of an exchange of information and experience

("Hybrid" skills (technicians and maintenance personnel) - 2.414; Distance education and training - 2.904; Social and occupational integration of young people (local and regional initiatives) - 3.104; Robotics - 3.404; Small and medium enterprises (including cooperatives) - 4.204; Migrant workers - 4.504)

- Organization of meetings

(Relationship between continuing training and the labour market - 4.104; Innovative training programmes for women - 4.604; New information technologies and office employment - 4.614)

- Promotion of a concerted approach to vocational training

(Vocational training as a factor of regional and local development - 3.604; Training of young people in new forms of employment - 3.704; Approximation of training levels - 3.714; The handicapped - 3.904; Training of trainers - 4.114; Contracts for alternance training - 4.704; Vocational training and job creation programme - 4.714)

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(1) The references refer to the 1984 Work Programme and the Project Summary (Annex 1).

## 2. Participation in Community activities

In response to its task of giving scientific and technical support to the Commission, in particular in respect of the implementation of the Council Resolutions already referred to in the introduction, CEDEFOP made a special contribution - above and beyond its programme - in the following fields and provided expertise:

- on problems of training in small and medium enterprises and on the "Relationship between continuing training and the labour market" to the Advisory Committee on Vocational Training,
- on the equality of opportunities for men and women (results of a conference in September 1984) to the Standing Committee on Equality of Opportunity,
- on young second-generation migrants to the Advisory Committee on the Free Movement of Labour,
- on documentation, with Eurydice,
- on terminology to the inter-institutional working group on terminology and documentation (GIIT),
- by receiving visitors and groups at the Centre, including groups of trainees from the Commission.

In line with the terms of the Resolution of July 1983 the Commission had requested the Centre to draw up a programme of exchange visits for vocational training specialists. The preparation of this programme gave rise to a number of contacts and meetings. This programme will become operational in 1985.

The Centre provided assistance in preparing the chapter dealing with vocational training in the situation report on social developments, which the Commission has to present each year to the other Community institutions. The Centre also made a contribution to the vocational training supplement of the journal "Social Europe" published by the Directorate-General for Social Affairs of the Commission of the European Communities.

The Centre received visits from several prominent members of the European institutions, in particular, from Mr. Richard Burke, Member of the Commission.

On several occasions the Centre has welcomed members of the European Parliament. In addition to the official contacts with the Committee for "Youth Education" and "Social Affairs and Employment" there were work-related contacts with these committees in connection with specific requests to exploit the conclusions of some of our work. The Centre also participated in the activities of the "Youth Forum" of the EC.

### 3. Participation in the activities of international organizations

In addition to these privileged relations with the Community institutions, CEDEFOP has fostered its contacts and its collaboration with international organizations, especially with:

- the International Labour Office in Geneva by contributing to the UNDP (United Nations Development Programme) project for migrant workers and collaborating in the finalization of the thesaurus,
- the International Centre for Vocational and Technical Advanced Training (ILO) in Turin to produce an audio-visual presentation on "CEDEFOP and its tasks",
- OECD, on the study of the problems of training in the light of new technologies,
- the Council of Europe, on a study of the problems of continuing training and regional development, and also the preparation of the Centre's thesaurus.

#### 4. Personnel and Budget

With regard to staff and budgetary resources, it would be useful to present some figures for the period 1980-1984 in order to show the development of the Centre's activities.

##### 4.1. STAFF

Staff posts provided in the budget (1)	1980	1981	1982	1983	1984
	40	44	45	45	45

Occupied staff posts in December 1984 by categories (3)	Cat. A (2)	Cat. B	Cat. C	Local staff posts	Total
	20	6	15	1	42

##### 4.2. APPROPRIATIONS PROVIDED IN THE BUDGET

	1980	1981	1982	1983	1984
Total ECU	3 515 000	3 736 000	4 006 000	4 210 000	4 560 000
Growth rate in %	9.16	6.29	7.23	5.09	8.31

##### 4.3. OVERALL EXPENDITURE

	1980 (4)	1981	1982	1983	1984
Total ECU	2790 808.11	3992 927.53	3864 243.10	3870 992.72	4210 171.74
Growth rate in %	-8.27	21.58	13.89	0.17	8.76

- (1) Including local staff posts.  
 (2) Including two members of the directorate and seven translators.  
 (3) Vacant posts: 1 deputy director, 1 post B1, 1 local staff post.  
 (4) Budget administration subject to the "one-twelfth ruling".

4.4. OPERATIONAL ACTIVITIES

Rate of utilization of appropriations provided under "Operational Expenditure" in %	1980 (1)	1981	1982	1983	1984
	69.82	98.51	99.46	95.92	97.36

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(1) Budget administration subject to the "one-twelfth ruling"

#### 4.5. LANGUAGE SERVICE

The application to CEDEFOP of the rules governing the languages of the European Communities means that a considerable amount of supportive activity (translations, interpretation) is required for the work of the Centre.

In 1984 the Centre had to cope with a volume of translation (with 7 languages or 42 language pairs) amounting to 8445 pages, much of which was assigned to free-lance translators under the supervision of CEDEFOP's staff translators.

Two teams of external translators provide for the translation of the Centre's two periodicals: "Vocational Training" and "CEDEFOP news".

The Translation Service accomplished the following volume of work:

Translations	1981	1982	1983	1984 (1)
No. of pages	8 613	13 786	16 690	8 445
Increase	-21.34	+60.06	+21.06	-

The Interpretation Service covered 47 meetings, i.e. a total of 87 meeting days or 583 interpreter days.

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(1) Until 1983, number of translation pages requested;  
after 1984, number of pages translated



#### 4.6. PRODUCTION AND DISTRIBUTION OF PUBLICATIONS

The Centre has continued its efforts to give a uniform appearance to all its different publications.

In 1984 CEDEFOP published 63 brochures and reports in 7 languages on the results of various projects, contracts, studies, meetings, seminars and conferences.

The Centre's mailing list contains 18 000 addresses of persons and institutions representing the world of vocational training in the Member States.

The Centre regularly sends these addressees information on new publications with its information leaflet "CEDEFOP - new publications" which contains summaries (10 lines) of these new works. Furthermore, regular contacts are maintained with the specialized periodicals in the Member States which carry a mention of the Centre's new publications.



# **IV Annexes**



Note:

The products have been classified as follows:

WD : Working document	Document to be used either for working groups and seminars or to show the state of progress of the work undertaken (limited distribution).
PP : Publication in preparation	Document finalized in terms of content, in the process of production: translation, graphics, printing (not yet published but intended for publication and distribution).
P : Publication	Photocopied or printed document where the process of production has been completed (in the course of distribution).



New project



On-going project



Completed project




PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
(1304) " <u>Vocational training</u> " (periodical)	D. Guerra	To provide those who are called upon to take decisions with ideas, opinions and information on subjects and problems relating to vocational training
(1804) " <u>CEDEFOP news</u> " (periodical)	N.Wollschläger	To give brief items of news on current topics of vocational training to a broad public
" <u>CEDEFOP flash</u> " (new initiative)	B. Möhlmann	To give quick information on a topic of current interest
(1104) " <u>Information and documentation</u> " (permanent activity)	J.M. Adams G. Chome	To manage a network which has the dual function of providing the Centre with updated, selective and specialized documentation, and disseminate documentation and information to the Member States
(2004) " <u>Vocational training terminology</u> "	B. Linshöft- Stiller	To facilitate communication and exchange in the field of vocational training by establishing a common language

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	10 meetings of the Editorial Committee Increase of 118% in the subscription rate (as compared to the same period in 1983)	P - No. 14 (June) Small and medium-sized undertakings No. 15 (September) Distance training No.16 (December) Training of young people in new forms of employment
10 countries	- Expansion of the network of correspondents - Readers encouraged to send in their own information - Conclusion of the readership survey	P - No. 7 No. 8 PP- No. 9 No.10
10 countries	Simple publications	No. 1 Regional development and vocational training No.2 Management and labour and the transition of young people from school to working life No.3 Study visit Vocational training in view of new technologies in Japan
10 countries	2 meetings of the network of correspondents Extension of the network to cover Belgium and the Netherlands Contacts with Greece and Luxembourg Finalization of the thesaurus	P - Documentation dossier by country. Training organized and financed by the enterprises DK, F, I WD - Thesaurus DE, EN, FR, IT P - Selective bibliography by country DK, F, I, NL P - Interaction Education/labour market DK, F
10 countries	Establishment of a terminology group specialized in vocational training 4 meetings of the group of experts	WD - Interim report


PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<u>(1814) "Visualization of CEDEFOP research results"</u>	N. Wollschläger D. Guerra	<ul style="list-style-type: none"><li>- To develop the instruments required for audio-visual presentation of the findings of CEDEFOP work on vocational training systems</li><li>- Audio-visual presentation of the Centre and its tasks</li></ul>



COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	Commencement of an audio-visual presentation of training in Belgium  Preparation of a slide series with commentary	PP - Text of the audio-visual presentation in FR and IT

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p>THEME 1 : <u>YOUNG PEOPLE</u></p> <p>(3104) "<u>Social and occupational integration of young people</u>" (local and regional initiatives) </p> <p>(3704) "<u>Training of young people in new forms of employment</u>" (case study) </p> <p>(4704) "<u>Contracts for alternance training</u>" (comparative study) </p>	<p>J.M. Adams B. Sellin</p> <p>B. Sellin</p> <p>B. Sellin</p>	<p>To observe and assess initiatives taken at regional and local level to encourage cooperation between public institutions and private bodies with a view to improving training opportunities for young people</p> <p>To assess appropriate training initiatives linked with activities to promote new forms of employment for young people</p> <p>To formulate proposals for the development of contracts for alternance training</p>

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
4 countries DK, FR, IRL UK	Four meetings of the working group November 1984 : organization of a meeting to discuss the interim report	WD - Interim report EN
B, DK, D, F, IRL, I, NL	Organization of a seminar in May 1984	PP - Seminar report (7 languages) WD - Research report DE, EN, FR
10 countries	Exploitation and publication of the results of 1983	P - Alternance training, training contracts for young people in the European Community - EN in prepara- tion: DE, FR, IT

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p data-bbox="162 232 824 255">THEME 2 : <u>EQUALITY OF OPPORTUNITY FOR MEN AND WOMEN</u></p> <p data-bbox="162 289 463 375">(4604) "<u>Innovative training programmes for women</u>" (evaluation study)</p> 	<p data-bbox="512 289 644 309">M. Pierret</p>	<p data-bbox="679 289 1047 375">An attempted evaluation of efforts to break segregation between men and women on the labour market</p>

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
Evaluation: 7 countries Conference: 10 countries	Organization of a conference in September 1984	WD - Evaluation report - 7 countries PP - Synthesis report and recommenda- tions

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p><b>THEME 3 : MIGRANT WORKERS</b></p> <p>(3503) "<u>Significant activities for migrants</u>" (monitoring unit) <input checked="" type="checkbox"/></p> <p>(4504) "<u>Migrant workers: second-generation</u>" <input checked="" type="checkbox"/></p> <p><u>"Training of migrant trainers"</u> (pilot project in cooperation with ILO, Geneva) <input checked="" type="checkbox"/></p>	<p>D. Guerra</p> <p>D. Guerra</p> <p>D. Guerra</p>	<p>To provide decision-makers with an instrument for the survey and analysis of vocational training opportunities for migrant workers</p> <p>To provide an overall survey of the training situation of young second-generation migrant workers in the host countries of the Community</p> <p>Experimental implementation of training courses in order to ascertain the feasibility factors for the training of second-generation migrant trainers</p>

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
B, D, F, I, UK	Setting up of an analysis grid to cover all national reports; preparation of the follow-up of the project as a permanent activity; organization of a seminar in Italy (9.11.1984) "Regione, Formazione, Emigrazione". Assessment of national reports through conferences at national level (in Belgium and Germany)	WD - Overall evaluation report - DE, IT P - Azioni formative significative per migranti - IT PP - Significant activities in Germany - DE
B, DK, D, F, L, UK	Updating of the statistical and legislative sections of all national reports	P - Report on Germany, DE, FR PP - 4 national reports - B, DK, L, UK
B, F, CH	Conclusion of the third phase of the experiment through a training course in the Centre of the ILO in Turin. Conclusion of the evaluation of the experiment and the drafting of a "Guide to the experiment". Four working meetings with a follow-up group, in cooperation with the services of the Commission	PP - 1 evaluation report - FR PP - 1 Guide to the experiment - FR





PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p>THEME 4 : <u>THE HANDICAPPED</u></p> <p>(3904) "<u>The handicapped</u>" (documentary study)</p> <p><input type="checkbox"/></p>	<p>T.Bertzeletou</p>	<p>Promotion of the vocational training and the social integration of the handicapped, with particular priority given to young handicapped people</p>



COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	<ul style="list-style-type: none"><li>- Preparation of a selective bibliography</li><li>- List of institutions and organizations</li></ul>	



COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	Italy was selected as the first area of investigation. This preliminary study has been completed with the support of experts from 3 other countries	WD - Study report- IT
10 countries	Organization of a conference in March 1984	WD - Synthesis report - 7 languages PP - Research report - 3 languages P - educational leave and the labour market - EN, FR P - Trends in innovation in continuing training - EN

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<b>THEME 6 : <u>TECHNOLOGICAL DEVELOPMENT AND QUALIFICATIONS</u></b>		
(2414) " <u>Hybrid skills</u> " (technicians and maintenance personnel) 	W. McDerment	To provide for an exchange of information and experience among national training organizations concerned with adapting curricula to bring them into line with new technologies
(3204) " <u>Training policy in enterprises</u> " 	G. Dupont	To analyse the role of training - in the form of retraining and skill adaptation measures - in enterprises undergoing change in response to a structural crisis
(3214) " <u>Vocational training and flexible manufacturing systems</u> " 	G. Dupont	To provide a forum for exchange and comparison among research centres investigating the repercussions of technological development on work organization and the role of vocational training  To contribute to the establishment of a monitoring unit for occupations and qualifications
(3404) " <u>Robotics</u> " 	W. McDerment	To collect data on the probable impact of robot technology on training and employment in the coming five years (in particular in view of developments in the field of artificial vision)

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	Organization of a meeting of experts in May 1984	P - Conference report - EN
10 countries	A feasibility study is currently being conducted with the support of research groups from 3 countries	
10 countries	<ul style="list-style-type: none"> <li>- 3 meetings bringing together research workers from 5 countries with a view to institutionalizing collaboration</li> <li>- 1 case study in France</li> </ul>	PP - Case study "Setting up of a flexible manufacturing system ... case study"
10 countries + U.S.A. + Japan	<ul style="list-style-type: none"> <li>- Preparation and finalization of the report on the November 1983 conference</li> <li>- Preparation of a pilot study on the effects of "artificial vision" on control and machining functions</li> <li>- Study visit to Japan</li> </ul>	WD - Conference report - EN,FR WD - New technologies, education and training in the U.S.A. PP - Education, training, employment and the new technologies in Japan


PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p>(4204) "<u>Small and medium enterprises</u>"</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	G. Dupont	To draw up proposals for vocational training strategies and activities which will promote the creation and the survival of SMEs in a context of economic change
<p>(4614) "<u>New information technologies and office employment</u>"</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	M. Pierret	To analyse development trends, qualifications and initial training opportunities for office workers

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	<ul style="list-style-type: none"> <li>- Finalization of the conference report of November 1983</li> <li>- Pilot project to identify the leading bodies which aid the development of SMEs (on-going)</li> <li>- Analysis of the training of executive staff and managers of SMEs in the countries of the Community (on-going)</li> </ul>	P - Conference report - DE The other language versions are being prepared
D, F, IT, UK	<ul style="list-style-type: none"> <li>- Completion of the comparative study on initial vocational training opportunities (D, F, UK)</li> <li>- Meeting of experts in December 1984</li> <li>- Commencement of a study case in the enterprise (3 countries)</li> </ul>	PP - Synthesis report




PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<u>THEME 7 : REGIONAL DEVELOPMENT AND JOB CREATION</u>		
<p>(3604) "<u>Vocational training as a factor of regional and local development</u>"</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	M. Pierret	To compare the experience of some regions in observation and promotion of the relationship between economic development policies and vocational training policies
<p>(4714) "<u>Vocational training and job creation</u>"</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	B. Sellin	To identify the obstacles hindering the development of integrated vocational training and job creation programmes



COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
B, D, F, I, UK	Organization of a forum in October 1984	WD - Regional reports PP - Proceedings of the forum, synthesis and recommendations
10 countries	<ul style="list-style-type: none"> <li>- Completion of the translations of the national monographs</li> <li>- Completion of the synthesis report</li> </ul>	<ul style="list-style-type: none"> <li>WD - Monographs - DE, EN, FR</li> <li>WD - Synthesis report - DE</li> </ul>

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<p>THEME 8 : <u>TRAINING OF TRAINERS</u></p> <p>(4114) "<u>Training of</u> trainers"</p> 	J.M. Adams	To present a survey of the occupational situation and the training of training staff linked with alternance training and the changes brought about by the introduction of new technologies

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
9 countries	Distribution of the synthesis reports and the national reports	P - The occupational situation and the training of trainers in the EC - DE, EN, FR P - National reports

PROJECT THEME NATURE OF PROJECT	PROJECT COORDINATOR	OBJECTIVES
<b>THEME 9 : <u>TRAINING STRUCTURES AND SYSTEMS</u></b>		
(3224) " <u>Financing of vocational training</u> " 	G. Dupont B. Sellin	To contribute towards gaining a better insight and understanding of the financing mechanisms for vocational training
(3714) " <u>Approximation of training levels</u> " 	B. Sellin G. Dupont	To establish a technical basis in support of initiatives leading to the approximation of vocational training levels
(4214) " <u>Guide to training systems</u> " 	G. Dupont J.M. Adams B.Möhlmann	To provide interested persons with the information required to understand the functioning of the various training systems

COUNTRIES COVERED	WORK CONDUCTED IN 1984	PRODUCTS WD - PP - P
10 countries	<ul style="list-style-type: none"> <li>- A meeting of experts in October 1984</li> <li>- Preparation for a conference in February 1985</li> <li>- Completion of the 10 national reports on the problems of the costs and allocation of funds for the 18-25 age group</li> </ul>	<ul style="list-style-type: none"> <li>PP - National monographs</li> <li>WD - Papers for the 1985 conference</li> </ul>
10 countries	<ul style="list-style-type: none"> <li>- Extension of all the studies to include Greece</li> <li>- Conclusion of the work of the group "Agriculture"</li> </ul>	<ul style="list-style-type: none"> <li>PP - Report on the work of the group "Agriculture"</li> </ul>
10 countries	<ul style="list-style-type: none"> <li>- Updating of the monograph on the system of the Fed.Republic of Germany</li> <li>- Preparation of the monographs on Spain and Portugal</li> <li>- Updating of the monographs B, DK, IRL, NL</li> </ul>	<ul style="list-style-type: none"> <li>P - Monograph Germany - 2nd ed.</li> <li>PP - EN, FR</li> <li>P - CEDEFOP Guide DA, EN, FR, IT, NL</li> <li>WD - CEDEFOP Guide GR</li> </ul>



List of the most important meetings held at the  
Centre in 1984

Date	No. of project	Expert	Title
16/17.1	1.103	J.M. Adams	Meeting of the documentation network
6/8.3	4.103	J.M. Adams	Continuing education and the labour market (60 persons)
15/17.5	3.704	B. Sellin	Vocational training and job creation programme (60 persons)
22/23.5	2.414	W. McDerment	Hybrid skills (25 persons)
26/29.9	4.604	M. Pierret	Equality of opportunity and vocational training: "Five years on" (70 persons)
24/26.10	3.604	M. Pierret	Relationship between vocational training and regional development (50 persons)
30/31.10	4.704	B. Sellin	Management and labour and the transition from school to working life (60 persons)
14/15.11	3.224	G. Dupont	National experts on financing of vocational training (25 persons)
12/13.12	3.714	B. Sellin	Bilateral project of exchanges for under-privileged youth (Berlin-Calabria (I)) (50 persons)
17/18.12	4.614	M. Pierret	New information technologies and office employment (40 persons)

N.B. Given the budget constraints, not all of the meetings planned for the first three months could be held.

MEMBERS OF THE MANAGEMENT BOARD

The Centre is governed by a quadripartite Management Board composed of 10 representatives of government, 10 trade union representatives, 10 representatives of employers's organizations and 3 representatives of the Commission of the European Communities.

Government representatives:

Belgium	Mr. Jean Dequan
Denmark	Ms. Grethe Erskov
Greece	Ms. Katarina Grekiotou
France	Mr. André Ramoff
Germany	Mr. Alfred Hardenacke
Ireland	Mr. Arthur O'Reilly (Chairman)
Italy	Mr. Armando Gallo
Luxembourg	Mr. Norbert Feltgen
Netherlands	Mr. Theodorus de Keulenaar
United Kingdom	Mr. John Fuller

Representatives of employers' organizations:

Belgium	Mr. Alfons de Vadder
Denmark	Mr. Preben Kristiansen
Greece	Mr. Evangelos Boumis
France	Ms. Marie-José Montalescot
Germany	Mr. Helmut Brumhard (Vice-Chairman)
Ireland	Mr. Anthony Brown
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
Netherlands	Ms. Gertrude de Lange
United Kingdom	Mr. William G. Thorpe



Trade union representatives:

Belgium	Mr. Guillaume Sauvage
Denmark	Mr. Christian Aagard Hansen
Greece	Mr. Georgios Dassis
France	Mr. Michel Tissier
Germany	Mr. Felix Kempf (Vice Chairman)
Ireland	Mr. Fintan Kennedy (deceased)
Italy	Mr. Cataldo Di Napoli
Luxembourg	Mr. Jean Regenwetter
Netherlands	Mr. G.A. Cremers
United Kingdom	Mr. Fred Jarvis

Representatives of the Commission of the European Communities:

Mr. Jean Degimbe (Vice-Chairman)  
Mr. Hywel C. Jones  
Mr. Luciano Baroncelli

Observers:

Coordinator of the employees' group	Mr. Fritz Rath (European Trade Union Confederation)
Coordinator of the employers' group	Mr. Franz Castin (Employers' Liaison Committee)

Meetings of the Management Board:

Berlin, 20 March 1984  
Brussels, 8 May 1984  
Berlin, 19 September 1984  
Berlin, 23 November 1984

The Bureau of the Management Board held 7 meetings.

CEDEFOP STAFF (Situation as of 31 December 1984)

On 31 December 1984 the Centre employed a total staff of 42, 41 holding posts on the approved list of posts and 1 holding a local staff post.

In the course of 1984

- the terms of office of the Director, Mr. Roger FAIST, and the Deputy-Director, Mr. Mario ALBERIGO, expired,
- the directors accepted the resignation of 1 Category B staff member.

DIRECTORATE Ernst PIEHL (D), Director (from 1.10.1984)  
Secretary: (Cat. C): Doris HERRMANN (D)  
Corrado POLITI (I), Deputy Director  
Secretary: (Cat. C):  
Marie-Francoise CHATELAIN (F) +

STUDY PROJECTS 10 Cat.A: Michael ADAMS (IRL)  
PERIODICAL Tina BERTZELETOU (GR)  
PUBLICATIONS Gesa CHOME (D)  
DOCUMENTATION Georges DUPONT (B)  
Duccio GUERRA (I)  
William McDERMENT (UK)  
Bernd MÖHLMANN (D)  
Maria PIERRET (B)  
Burkart SELLIN (D)  
Norbert WOLLSCHLÄGER (D)  
2 Cat.B: Alison CLARK (UK)  
Martina NI CHEALLAIGH (IRL)  
7 secretaries - Cat.C: Gundula BOCK (D)  
Kirsten BRUUN-SCHMIDT (DK)+  
Chantal CAMBRELIN (B)  
Barbara de SOUZA (UK)+  
Gabriella TRICHES (I)+  
Nicole WEYLAND (L)+  
Marieke ZWANINK (NL)+

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+Working part of the time for the Language Service.

LANGUAGE SERVICE	7 Cat.A:	Brigitte LINSHÖFT-STILLER (D) Head of Interpretation Service Francis Alan CLARKE (UK) Giancarlo CARONELLO (I) Harald CHRISTENSEN (DK) Agnes HEUER (NL) Annick REPELLIN (F) Maria TAVLARIDOU-STEUCK (GR)
	1 Cat.B:	Letizia WEISS (I)
1 secretary	- Cat.C:	Ingrid ZAGERSKI (D)
ADMINISTRATION AND GENERAL SERVICES	1 Cat.A:	Marino RIVA (I) Head
	3 Cat.B:	Sabine REICH (D) Volker WURL (D) Bernard ZIECH (D)
1 secretary	- Cat.C:	Marion STRISSEL (D)
4 clerks	- Cat.C:	Hildegard CERNITORI (D) Gerda MÜLLER-MÄRSCH (D) Heinz NEUMANN (D) Wolfgang TANG (D)
1 local staff post		Colin McCULLOUGH (UK)

ANNEX 5

EXTRACT FROM THE REGULATION ESTABLISHING THE CENTRE

Council Regulation No. 337/75 (1) creating the Centre defines its aim in 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 (sic).

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 co-ordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiatives 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 to the 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".

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(1) Official Journal No. L 39 of 13.2.75

Annex 6 to the Draft Annual Report 1984  
 "List of CEDEFOP Publications which appeared in 1984"

No.	Title	Language	No. of copies
	<u>Youth</u>		
1	Ausbildung in neuen Beschäftigungsinitiativen in der Bundesrepublik Deutschland	DE	1 000
2	Alternance training: Training contracts for young people in the European Community	EN	2 000
3	La programmazione di iniziative di formazione per giovani disoccupati	IT	1 545
	<u>Equal opportunities "Women"</u>		
4	Chancengleichheit und Berufsbildung: Qualifikationen und Ausbildungswünsche der mitarbeitenden Ehegatten in Klein- und Mittelbetrieben	DE	420
5	Equal opportunities and vocational training: Qualifications and educational needs of co-working spouses of owners of small and medium-sized enterprises	EN	420
6	Equal opportunities and vocational training: Qualifications and educational needs of co-working spouses of owners of small and medium-sized enterprises	EN 2nd. edition	792
7	Egalité des chances et formation professionnelle: Qualifications et besoin en formation des conjoints-aidants dans les petites et moyennes entreprises	FR	420
8	Egalité des chances et formation professionnelle: Qualifications et besoin en formation des conjoints-aidants dans les petites et moyennes entreprises	FR 2nd. edition	319

No.	Title	Language	No. of copies
9	Parità di opportunità e formazione professionale: Qualifiche e bisogni di formazione delle coniugate-collaboratrici nelle piccole e medie imprese	IT	210
10	Gelijke kansen en beroepsopleiding: Kwalificaties en opleidingsbehoeften van meewerkende echtgenoten in kleine en middelgrote ondernemingen	NL	210
11	Chancengleichheit in der Berufsbildung Betriebliche Aus- und Weiterbildung: Vorschläge für künftige Aktionen	DE	840
12	Equal opportunities and vocational training: In-company training: proposals for future action	EN	1 050
13	Egalité des chances et formation professionnelle: Formation en entreprise: propositions d'action	FR	1 050
14	Gelijke kansen en Beroepsopleiding Bedrijfsopleidingen: voorstellen voor toekomstige actie	NL	525
15	Landbosamfundenes erhvervsuddannelsesbehov	DA	200
16	Vocational training needs in rural communities	EN	600
17	Les besoins en formation professionnelle des collectivités rurales	FR	600

No.	Title	Language	No. of copies
	<u>Vocational training systems</u>		
18	Beskrivelse af erhvervsuddannelsessystemerne inden for Det europæiske Fællesskabs medlemsstater Sammenlignende studie - Guide CEDEFOP	DA	1 530
19	Vocational training systems in the Member States of the European Community Comparative study - CEDEFOP Guide	EN	3 030
20	I sistemi di formazione professionale negli Stati membri della Comunità europea Studio comparato - Guida CEDEFOP	IT	1 545
21	<p>Beschrijving van de beroepsopleidingssystemen in de Lid-Staten van de Europese Gemeenschap Vergelijkende studie - Guide CEDEFOP</p> <p>Beskrivelse af erhvervsuddannelsessystemerne</p> <p>Beschreibung der Berufsbildungssysteme</p> <p>Descriptions of the Vocational Training Systems</p> <p>Description des systèmes de formation professionnelle</p> <p>Descrizione dei sistemi di formazione professionale</p> <p>Beschrijvingen van de beroepsopleidingssystemen</p>	NL	1 545
22	- United Kingdom, 2nd edition	EN	515
23	- France	DE	530

No.	Title	Language	No of copies
24	- Ireland	DE	520
25	- Italy	DE	540
26	- Luxembourg	DE	538
27	- Netherlands	DE	520
28	- United Kingdom	DE	537
29	- Netherlands, 2nd edition	EN	330
30	- Italy	FR	525
31	- Netherlands	NL	420
32	Das berufliche Bildungswesen in der Bundesrepublik Deutschland	DE	450
33	Vocational training in the Federal Republic of Germany	EN	500
	<u>Technological development</u>		
34	Den teknologiske udvikling, beskaeftigelse, kvalifikationer og uddannelse	DA	400
35	Technologische Veränderungen, Beschäftigung, berufliche Qualifikationen und Ausbildung	DE	600
36	Technological change, employ- ment, qualifications and training	EN	1 000
37	Le changement technologique, l'emploi, les qualifications et la formation	FR	1 000



No.	Title	Language	No. of copies
38	Microelectronics technology Microelectronics and informatics technology and their training implications in firms	EN	750
39	Microelectronics technology Microelectronics and informatics technology and their training implications in firms	EN 2nd. edition	200
40	La micro-électronique et l'informatique et leurs implications en matière de formation dans les entreprises	FR	780
41	Micro-elektronica en informatie- technologie en de gevolgen daarvan voor de bedrijfsopleiding	NL	320
42	Tecnica informatica e formazione di personale specializzato nel settore dei servizi Relazione sulle risultante di recognizioni bibliografiche e di inchieste con esperti Repubblica federale di Germania Francia Regno Unito	IT	750
<u>Continuing education and training</u>			
43	Vocational training personnel in Belgium Situation, training and prospects	EN	800
44	Les personnels enseignants chargés de la formation profes- sionnelle en Belgique (Leur statut, leur préparation, leurs perspectives)	FR	700
45	Le personnel de formation professionnelle en Italie Etat actuel de la situation et perspectives évolutives	FR	800

No.	Title	Language	No. of copies
46	Il personale di formazione professionale in Italia Situazione attuale e prospettive di evoluzione	IT	400
47	Berufliche Anforderungen und Ausbildung der Ausbilder in den Mitgliedsstaaten der Europäischen Gemeinschaft - Zusammenfassender Bericht -	DE	1 054
48	Professional situation and training of trainers in the Member States of the European Communities - Synthesis report -	EN	1 264
49	Situation professionnelle et formation des formateurs dans la Communauté européenne - Rapport de synthèse -	FR	1 200
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European Centre for the Development of Vocational Training  
Bundesallee 22, **D-1000 Berlin 15**, Tel. (030) 88 41 20

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