REPORT OF
THE REGIONAL TEAM OF EXPERTS
ON
TECHNICAL CO-OPERATION IN THE LABOUR AND RELATED FIELDS
AMONG
COUNTRIES IN THE ASIAN REGION

INTERNATIONAL LABOUR ORGANISATION
REGIONAL OFFICE FOR ASIA
BANGKOK
1976
The responsibility for opinions expressed in this report and for the accuracy of the information contained herein rests with the members of the Team.
FOREWORD

It is with great satisfaction that the ILO presents this report of the regional team of experts on technical co-operation in the labour and related fields among countries in the Asian region. We are most grateful to the Honourable Ministers of Labour, senior officials, heads of institutions and leaders of trade unions and employers' organisations who gave their valuable advice and guidance to members of the team during their missions to countries in the region. Without their generous help it would not have been possible to carry out the mandate of the Fifth Asian Labour Ministers' Conference before the next session.

While we deeply appreciate the work of the regional team we are conscious of the fact that, because of the constraints of time and resources, they could not go into greater details or depth in the pursuit of their studies. But even with the best of effort, they could not have uncovered all the avenues of co-operation among ministries/departments of labour/manpower in this region. Fuller exploration would be accomplished in stages and would continue as time goes on, but thanks to the lead given by the Labour Ministers, the first step has been taken. What was previously something vague and undefined has been gauged and determined and we are now reasonably sure that there is scope for multi-dimensional co-operation in labour and related fields. It is hoped that the present report represents a starting point on the road to collective self-reliance.

At the time of the briefing of the regional team in Bangkok, it was suggested that its members should focus their attention on certain fields, namely, occupational safety, social security, industrial relations, manpower services, labour statistics and working environment. However, in the course of discussions and rounds of visits, they came across many more areas of interest, which are recorded in their reports.

The present exercise has been useful for more than one reason. It has initiated a process which may lead to better communication among ministries/departments of labour/manpower, greater awareness of the need for regional solutions for local problems, and stronger links of reciprocity in an area which is so vital for the social and economic progress of the region.

Human resources in most developing countries represent an asset which can be transformed into wealth and it would not only spell prosperity for developing countries themselves but, in an environment of rising standards of living, can create a great market resource for the developed countries as well. It is the ministries of labour which can play a vital role in this transformation, and is the raison d'etre of regional co-operation in this field.

On the basis of this report, the ILO Asian Regional Office will present to the sixth session of the Asian Labour Ministers' Conference, a project proposal on regional co-operation in labour and related fields in Asia and the Pacific region. This will be translation of the recommendations of the members of the Team into action programmes through the marriage of needs and capacities unveiled in this report. The proposal will contain concrete programmes for the first three years only but as the implementation of these programmes and their evaluation proceed a clearer pattern of co-operation would emerge. The objective of the Labour Ministers' decision and the ILO's follow-up action thereon will thus be fulfilled.

ILO Regional Office for Asia
Bangkok
28 July 1976

H. Karasaki
Director
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PART I

INTRODUCTION

Background

1. Since 1969, successive conferences of Asian Labour Ministers, had put forward the idea that increased use should be made of expertise and facilities available in the Asian region in order to promote greater technical co-operation among Asian countries in the labour and related fields; the purposes of such increased co-operation being to strengthen self-reliance among these countries and to add a new dimension/technical co-operation generally.

2. At the Fifth Conference of Asian Labour Ministers (Melbourne, 8-11 April 1975), a specific decision was taken asking the ILO to organise an inquiry with a view to assessing the scope for greater technical co-operation among Asian countries in the labour and related fields. The inquiry was to be carried out and concrete proposals for such co-operation were to be prepared by a group of experts from within the region. It was also the decision of the Labour Ministers that the group of experts should consult fully with employers' and workers' organisations in the countries to be visited in connection with the inquiry.

3. The UNDP's financial assistance was to be sought in carrying out this inquiry. (It was not possible to obtain this assistance from the UNDP, and the ILO allocated the necessary funds from its regular programme of technical assistance.)

Selection of experts

4. Procedures to be followed in the nomination and selection of experts were further discussed during the Asian Regional Conference of the ILO in Colombo (3-6 October 1975). The final selection of experts was left to a small group consisting of the representatives of New Zealand, Thailand and a third country which had not made a nomination. The list of experts was to be finalised at the meeting of the ILO's Governing Body in Geneva in November 1975. Sri Lanka was the third country whose representative acted as chairman of the group. The list of experts as finally established was as follows:

Afghanistan: Mr. Ali Mohammad Zakarya, General Director, Department of Labour.
Australia: Mr. W.K. Allen, Deputy Assistant Secretary, Department of Labour.
Bangladesh: Mr. R.A. Majumdar, Joint Secretary, Ministry of Labour and Social Welfare.
Malaysia: Mr. K. Pathmanaban, Member of Parliament and Economic/Management Consultant.
Nepal: Mr. P.B. Bist, Joint Secretary, Ministry of Industry and Commerce.
Pakistan: Mr. Muinuddin Khan, Joint Secretary, Ministry of Labour.
Appointment of co-ordinator

5. The ILO appointed Mr. D.S. Raj, a senior official at ILO headquarters, as the co-ordinator for this inquiry.

Nomination of focal point officials

6. As one of the first steps in organising this inquiry, the ILO Regional Office in Bangkok invited interested countries to nominate focal point officials who would work with the visiting team of experts. A list of focal point officials appointed in response is to be found in Appendix I.

Timetable for visits

7. The ILO established 15 March to 14 May 1976 as the period during which the inquiry was to be carried out.

8. The team of experts was divided into three groups of two each and itineraries established for the groups, for purposes of their visits to interested countries, are to be found at Appendix II.

Programmes for visits

9. The ILO Regional Office in Bangkok requested the countries concerned to draw up suitable programmes for the visits of experts based on the itineraries given in Appendix II. The programmes so established are to be found as appendices to the findings of the team for each country in Part II of this report.

Briefing of the team

10. The period from 15 to 23 March was spent by the team in Bangkok, at the ILO Regional Office, in discussing its terms of reference (Appendix III) and being briefed for the mission by the ILO co-ordinator, by the Director and members of the staff of ILO Regional Office and by project staff assigned to ARTEP and ARPLA. A senior official from the Employment and Development Department at ILO headquarters briefed the team on some current concerns of the Department in Asia, especially as regards the idea of "manpower pools". Discussions with officials of the Government of Thailand, visits to selected institutions and consultations with representatives of employers' and workers' organisations were included in the programme in Bangkok.

11. Following the briefing discussions in Bangkok, the team came to share the ILO's view that the inquiry might be concentrated, though not exclusively, on a selected number of fields which fall traditionally within the concerns of Labour Ministries/Departments. These fields were:

- industrial relations including labour administration, labour inspection, wage-fixing machinery, workers' education, workers' participation in management, conciliation and arbitration;
- manpower services including manpower planning and assessment, employment services, occupational classification, vocational guidance, vocational training;
- social security;
occupational safety and health including the working environment;
- labour statistics.

12. The team also came to the view that its inquiry should seek to make a beginning with a realistic and purposeful programme of co-operation on a relatively modest scale. It felt that with a commitment and practical arrangements built up in this way regional co-operation would be enabled to grow on a sustained basis.

Preparation of the team's report

13. The period from 5 to 14 May was spent in Bangkok in the preparation of the team's report.

14. The team's main findings, together with a capsule summary of capacities and needs, are to be found in Part II of this report. It should be pointed out that while the team had excellent co-operation from all concerned during its travels in various countries, its findings are based on programmes which varied in scope and intensity. There was also the difficulty in the short time available to go into depth in the many subject areas which were included in the programmes. In the case of institutions which have capacities to offer for regional co-operation, the team obtained detailed information about such capacities through readily available documentation and through the use of a questionnaire. This information, as well as that obtained through an earlier and a more general questionnaire sent out by the ILO Regional Office, is now available in the Regional Office for eventual use. Part III contains the team's conclusions and recommendations.

Acknowledgements

15. The team wishes to thank:

(a) the Ministers of Labour and senior officials of Ministries/Departments of Labour and of other ministries for the time and attention they gave to members of the team;

(b) the officials of employers' and workers' organisations who also found time to meet members of the team;

(c) the UNDP resident representatives and their staff for assisting with practical arrangements for the visits;

(d) directors of ILO area offices and their staff as well as ILO project staff; and

(e) the Director a.i. of the ILO Regional Office in Bangkok, and his colleagues for their valuable contributions to the planning and implementation of this feasibility study.
PART II

MAIN FINDINGS

Afghanistan

The programme

16. The team had extensive discussions in Afghanistan with officials of the Ministry of Industries and Mines, the Department of Labour and related agencies of Government on the organisation of the Department of Labour, its functions in social security, occupational safety and health, vocational training and in labour statistics. A discussion was also held with the Afghanistan Employers' Association.

General

17. As the labour administration function in Afghanistan is only just being put into place, there is abundant scope for the country to gain from a programme of regional co-operation among Asian countries. The team noted a strong desire in Afghanistan to want to benefit from the Asian experience in this regard. Regional co-operation was seen as a valuable extension to the technical assistance that Afghanistan receives from various sources, particularly as a number of programmes are to be launched under the forthcoming Seven-Year Development Plan.

18. The newly emerging labour functions would need considerable external support if they are to grow into a meaningful service. A particularly valuable aspect for Afghanistan under a programme of regional co-operation would be the opportunity to enable officials of the Ministry and the Department of Labour to visit, observe and discuss the general field of organisation and activities of compact Labour Departments elsewhere in Asia with an all-round capability. Whenever possible, the opportunity should be given for these officials to participate in the work programmes of the Departments visited. A period of up to six months of such on-the-job training in a host Asian country would be particularly valuable. This would assist considerably in giving them a good perspective of the functions and methods of labour and manpower administration. Some of the needs are elaborated below:

Labour and manpower situation

19. The organisation for labour administration is within a department under the Ministry of Mines and Industries. There is a director and 13 other staff. An organisational framework for taking any major initiatives is an urgent need. The laws being enforced - mainly relating to minimum wages, hours of work and accident compensation - are outdated. However, the President and the Ministers are keen on introducing a set of labour laws and certain programmes, particularly pertaining to social security. In fact a set of labour laws is being finalised by an ILO expert group. The need is also being felt for a policy and programme effort on employment promotion and industrial training. There is concern over high school graduate unemployment (30,000 out
of a total job-seeking population of 360,000), but the placement function for them is being handled by the Central Statistics Office.

20. Since September 1973 there has been an old-age pension scheme for workers, with 3 per cent of wages being contributed by workers and 5 per cent by employers. The amounts are retained by the employers, who are supposed to deposit them with the Da Afghanistan Bank on an 8 per cent per annum interest rate. The Civil Service Pension Scheme, administered by the Civil Service Pension Fund, appears to be fairly well organised. Employment injury is an employer liability, but is financed from a Workers' Welfare Fund, built up from fines imposed on workers and from some employers' and workers' contributions. The vocational training programme is entirely under the Ministry of Education. There is no public employment placement agency. The labour statistics programme is handled by the Central Statistical Office. There is concern over occupational health and safety, but at present there is only a teaching (and some research) capability in Kabul University. The labour laws cover only those workers with a written contract of service - a small proportion of the total workforce.

21. A number of proposals were being made at the time of the team's visit - by an ILO team, by the Ministry and sources outside the Ministry - for a proper wider-based labour and manpower function in the Government. A Cabinet decision on this was expected shortly.

22. The problems of organisation and management are not confined to the Labour Department alone, but affect wider sections of the Civil Service and public enterprises. There is some concern over this and attempts are being made to remedy the situation.

23. The pattern of labour administration will clearly depend on the legal framework of the country and the labour laws. In the circumstances, a practical approach will have to be adopted in setting down and improving the organisational structure of the Department of Labour. Senior officials of the departments will also need to gain a wider and deeper perspective of labour administration if programme improvements are to be adopted and implemented. The team found a good appreciation of this need in H.E. the Minister, the Deputy Minister and other officials.

24. A new Seven-Year Development Plan is being drawn up. Massive investments in agriculture, infrastructure, health and education are envisaged. There has been an attempt to assess the manpower implications of the Plan, with breakdowns by professional and skill levels. Indications of requirements have only recently been given to the Ministry of Education and the universities. The Plan has no provision for systematic follow-up of the supply and demand of these manpower requirements. A well-organised Department of Labour will have plenty of scope to work on this vital aspect.

25. The sectoral findings which follow should be seen against the backdrop of this general assessment.
Social security

26. The following schemes exist:

(a) **Workmen's compensation**: Law enacted 30 years ago with a fixed amount of compensation for permanent disability and death. No daily indemnity for temporary disability or treatment. The scheme is based on employer liability but is financed from a workers' welfare fund in each establishment.

(b) **Health**: Legal provisions require larger employers to take care of the health of their workers and establish clinics and provide 20–30 days of medical leave for workers. There is no provision for hospitalisation benefits. Larger employers retain private physicians for their workers.

(c) **Old-age pensions**: All employers of workers covered by the labour laws, i.e. workers under a written contract of service are required to contribute 5 per cent towards a pension fund, into which worker contributions of 3 per cent are also paid. The objective of this scheme at first was to provide indemnity for workers who are laid off or lose work for any reason, but recently this has been extended to cover retirement as well. The pension is payable as a proportion of the last drawn wages, as in the Civil Service.

(d) **Health scheme for civil servants**: This is administered by the State Health Insurance Department of the Ministry of Health. Civil servants contribute 25 per cent of the cost, while the State meets the balance. The scheme now applies only to Kabul, and membership is optional and has about 7,000 subscribers. The scheme provides free medical examination for civil servants and their families, supplies medications and three days of free hospitalisation.

(e) **Pension scheme for civil servants**: This is administered by the Civil Service Pension Department. The scheme covers about 70,000 persons with 16,000 already receiving benefits. Civil servants contribute 3 per cent of their salaries. Pensions are based on varying proportions of last drawn pay, depending on length of service.

27. The introduction of the following schemes contemplated:

(a) **Occupational injury**: A new labour law proposes to provide full range of coverage – treatment of occupational injury, daily cash benefits for temporary incapacity and pension for permanent incapacity. The question of administrative organisation and incidence of costs has not yet been settled.

(b) **Health insurance**: It is intended to create a medical care scheme for enterprises - initially providing out-patient treatment, hospitalisation and pharmaceuticals for workers only, excluding families. An organisation to administer this scheme has not yet been thought of. The State Health Insurance Department does not have the capacity to deal with it. As an interim measure, the labour law may propose that employers should look after the health of their workers until the government scheme is ready. However, employers stated that they are prepared to contribute towards a health insurance scheme administered by the Government, but that they are
not willing to establish clinics of their own in enterprises, nor to
share such facilities with smaller employers. Government health facilities
are considered inadequate to cope with the requirements of this scheme.
The scheme needs our actuarial study, a review of the organisational frame­
work required, and a study of the physical and medical facilities for run­
ning it. These have not been done yet.

(c) Old-age pension: It is proposed to provide for retirement at age 60 for
males and at age 55 for women, with pensions being paid to the family on
death. The proposal is to cover this contingency from the present contri­
butions of 3 per cent from workers and 5 per cent from employers, but no
actuarial study has been undertaken to determine costs and the contributions
required for a viable scheme. The retirement age proposed may be too high
as well. It is possible that the Civil Service Pension Department can
administer this scheme - if so, funds so far collected by employers will be
paid into the new organisation. The department is unwilling to accept the
health insurance and occupational injury schemes, as they do not have the
health facilities or the capability for such a large extension at present.
Employers feel that their present contributions are sufficient to cover
health and old age, but may be prepared to pay additional contributions.

28. The needs for external assistance in the social security field are
said to be the following:

(a) technical and financial assistance for an actuary, to study the proposed
health insurance, old-age pension and occupational injury schemes;

(b) provision of an adviser on administration and training in social security;

(c) fellowships for senior and operational staff in social security;

(d) documents and literature on social security schemes in other countries.

While ILO assistance has been sought in these areas, definite possibilities exist,
and keenness was expressed for this assistance under a regional co-operation
programme from other Asian countries. Fellowships may be confined to the senior
personnel, but training of other operational staff may also take place in
Afghanistan on the job.

Vocational training

29. Vocational training is at present the exclusive concern of the Ministry
of Education. There are no organised apprenticeship or on-the-job training schemes.
Employers stated that they usually obtain assistance from equipment suppliers for
the installation of equipment and training of their own key staff. They reported
that retaining such trained and skilled workers was a serious problem. Most of
those trained by the Ministry of Education go to work for the Government or in public
enterprises, often in jobs not related to their fields of training.
30. There are special examinations for entry into various vocational schools: mechanical schools, technical schools, Afghan Institute of Technology, agricultural schools, the art and craft school at Kabul and the hotel management school. There is also a scheme to train drop-outs at the primary level for a period of 6 months in evening classes in electrical, automechanics and tailoring trades, as well as typing.

31. The supply of instructors for the vocational schools is mainly through training organised by the country assisting in the project. Kabul University also has an Engineering Instructor Training College for teacher training for the vocational schools. Teacher supply and workshop facilities seemed adequate, though problems are cropping up over the availability of spare parts for equipment once supplied under technical assistance.

32. Because of the multiplicity of vocational training activities, the need for better co-ordination is apparent. Also, some of the training programmes could be shortened and made more flexible to meet the changing structure and demands of industry. A link-up with the labour market in the programmes, and consultation with users of skilled labour are essentials.

33. Placement of graduates is done by the Central Statistics Office (CSO), to which Government Departments must notify vacancies. Public enterprises and private industry, however, are not bound to do so, nor to hire from the CSO list. Recruitment for the entire country is done exclusively in Kabul, which leads to a fairly large influx of students for secondary education into Kabul or to loss of motivation in rural parents to support their children beyond primary education level. There is no testing or standardisation of skill levels achieved in the selection process.

34. Changes in the education system have been made quite recently, and there has not been sufficient time to rationalise the structure. On-the-job training either through apprenticeships or through other systems could be developed. Officials voiced the need to develop such programmes and to streamline present vocational training programmes.

35. There is good scope for senior officials of the Ministries of Education, Planning and Industry, as well as officials from the Labour Department, to visit other Asian countries (with a large rural sector), in order to study the organisation of education and training systems and the related guidance and placement link-ups. With greater interest taken by the Labour Department in training activities, a designated senior official may be provided intensive exposure in the administration of training programmes in appropriate Asian countries so as to build capability in this regard in the Department.

36. Labour statistics

36. At present there is little work being done on the collection, analysis or use of labour statistics. Planning and training functions are consequently impeded. The CSO has no staff trained in the design and implementation of labour market surveys.
37. A recent study by an ILO expert proposes a nucleus to be created in the Labour Department for labour statistics, to work in collaboration with the CSO.

38. Here again, Afghanistan has presently no source of technical assistance from which to obtain an adviser on labour statistics or to train Afghan staff in this field. The stated needs are for:

(a) training facilities elsewhere in Asia for two officers from the CSO and one or two staff of the Labour Department in labour statistics;
(b) one labour statistics adviser to be provided under a regional co-operation programme for about two years after the Afghan staff have been trained.

The team feels that while the needs in this field are great, questions of organisation and responsibility for it in the Labour Department may have to be determined before such a programme could be started.

**Occupational safety and health**

39. The labour laws make no provision at present for occupational safety and health. Except for a few modern enterprises, attention to the provision of a safe and healthy working environment was generally said to be poor. There has been no study of accidents arising from unsafe machinery or working conditions, nor of occupational health hazards. Mines were said to be particularly in need of attention.

40. Kabul University's Faculty of Medicine includes courses in occupational hygiene in the fourth and fifth years of its training of doctors. The Public Health Institute under the Ministry of Health also provides training to para-medical personnel in aspects of sanitation. Together, these institutions have some research and testing equipment and sufficient staff for a modest research programme, but they are presently employed for teaching purposes only. There appears to be scope for the development of field study and research capability at the Faculty of Medicine.

41. The labour laws currently being finalised are to make provisions for:

(a) normative aspects: general principles to enable regulations containing safety and health standards and measures to be adopted by industrial, commercial and larger agricultural enterprises;
(b) industries to train their personnel and to adopt safety measures;
(c) an inspection and enforcement agency as a part of the Labour Department.

The Labour Department has provision to employ, in addition to its present staff of inspectors, an engineer and a doctor for this purpose.

42. Needs for assistance are said to be of the following kinds:

(a) training facilities and fellowships for the engineer and doctor in occupational safety and hygiene;
(b) short-term training fellowships for some of the labour inspectors on general aspects of occupational safety and health;
(c) assistance in the form of some testing and measuring equipment;
(d) short-term consultants, to assist these staff after their training in drawing up regulations, safety and health standards and operational methods;
(e) provision of publicity and promotional literature in the field of occupational safety and health for advisory work in enterprises and as training material for supervisors and workers.

Industrial relations

43. There are no workers' organisations in Afghanistan though there is an informal employers' association. However, under present arrangements workers in any enterprise may nominate two representatives to deal with industrial relations and labour welfare problems on their behalf, including reference of matters to the Department of Labour for conciliation, etc. There is no right of strike. The team believes that there may be some value in an exposure of both such workers' and employers' representatives to labour relations matters and workers' education facilities in other Asian countries, so as to help them acquire a better understanding of their roles in these areas.
Programme in Afghanistan

Meetings

H.E. The Minister of Mines and Industries
Eng. Salah, Deputy Minister, Ministry of Mines and Industries
Eng. Abawi, Ministry of Mines and Industries
Mr. Roya, Ministry of Mines and Industries
Mr. Aslamyar, Ministry of Mines and Industries
Mr. A.K. Hakimi, President General, Central Statistical Office (CSO)
Mr. M. Shafi, CSO
Mr. Akhter Mohammad Paktiawal, Vocational Training Department, Ministry of Education
Mr. B. Sen, UNESCO Adviser on Vocational and Technical Education, Ministry of Education
Mr. Khorsand, Civil Service Department, Prime Minister's Office
Mr. Norcross, UN Adviser on Administration
Mr. Abdul Ali, Enterprise Department, Ministry of Finance
Mr. Mir Daoud, Pension Department, Ministry of Finance
Dr. H.A. Afzal, President, State Health Insurance Department, Ministry of Health
Mr. Sowdot, Engineer, Planning Department, Ministry of Mines and Industries
Mr. Tareen, Industries Department, Ministry of Mines and Industries
Mr. Osmanzadar, Mines Survey Department
Mr. Arsalan, Mines and Exploitation Department
Mr. Hamon, Ministry of Planning
Dr. Bashar Dost, Kabul University
Mr. Borthwyck, UNDP Resident Representative
Mr. F.H. Loebus, UNDP Assistant Resident Representative
Mr. Th. Contargyris, ILO Chief Technical Adviser, Department of Labour
Mr. M. Clement, ILO Labour Administration Adviser
Officials of the Afghanistan Employers' Association
Officials of the Chamber of Commerce

Visits
Institute of Technology, Kabul
Australia

The programme

44. The team met with key officials of the Department of Employment and Industrial Relations, as well as with the Australian Council of Trade Unions. It was not able, within the time available, to meet with employers, but the co-ordinator met the Executive Director of the Australian Council of Employers' Federations.

General

45. The Department of Employment and Industrial Relations is keen that the proposed programme for technical co-operation among Asian countries in the labour and related fields be formalised so that it could function on a long-term basis. It was stressed that the idea of such co-operation should be conceived against the background of the fact that in Asia labour administration and manpower services were generally weak and that they needed to be strengthened to play a positive and effective role in the development planning process. They also needed to be equipped with knowledge and expertise to enable them to participate and assist in the formulation of policies meant for the enhancement of social justice. It was, therefore, emphasised that this basic objective of the programme should not be lost sight of in determining capacities and needs and in building a programme of regional co-operation around them. The team found wide-ranging capacities and a willingness to assist in a variety of ways in the process of regional co-operation in Asia.

46. In order to avoid duplication of efforts and to save costs it was proposed that the programme should be co-ordinated and implemented by the ILO Asian Regional Office. No commitment was, however, made in the matter of contribution to any fund that might be proposed for the programme.

47. There is considerable capacity for training in various aspects of labour and manpower administration in Australia. However, for the most part such training would have to be not through formal institutional training but through on-the-job training and development on a foundation of prior relevant study and experience which is preferred. The possibility of formal institutional training in some cases is not excluded as institutions do exist for formal training in areas of interest to labour ministries/departments. Some of these institutions are identified in Annex B. Training nationals of other countries would be possible on an individual basis or through study tours of small groups in the following fields:

Aid co-ordination in Australia

48. Training assistance for students and officials from other countries participating in Australian aid programmes is arranged and co-ordinated by the Australia Development Assistance Agency (ADAA). In addition to individual courses of study, ADAA organises group courses in subjects relevant to development programmes for students and officials from overseas. Courses of study are arranged at educational institutions, through attachment to operating agencies and through the International Institute located in Sydney.
Occupational safety

49. Administration of legislation relating to occupational safety is primarily the responsibility of the State Departments of Labour in Australia. Their activities include the provision of information on safety, the supply of promotional material, and arranging lectures and screening of films. Most State Labour Departments carry out formal safety training for supervisors aimed at increasing their interest in job safety and accident prevention. Some of the Departments conduct specialised courses for safety officers and union officials and to provide management safety appreciation. Attendance at such courses should be useful for factory inspectors from other countries.

50. More specialised aspects of occupational safety such as in mining, work on building sites, etc., are looked after by various state and local authorities. There may also be capacity at these levels to train officials from Asian countries.

Social security

51. Social security in Australia takes a number of forms - income maintenance, social welfare pensions, rehabilitation training and sheltered workshops for handicapped persons, workmen's compensation for injury or death related to employment, medical, hospital and pharmaceutical benefits, and retirement pension schemes.

52. Apart from planning and implementation of some programmes such as the maintenance of income and employment - the Structural Adjustment Assistance Programme - the National Employment and Training System - the Federal Department of Employment and Industrial Relations is only involved in the social security programme to the extent that payment of unemployment benefits is arranged through the Commonwealth Employment Service Offices. Persons may also register at these offices for sickness benefit.

53. The Federal Department of Social Security is responsible for the administration of social services such as old-age, invalid and widows' pensions, maternity allowances, child endowment, unemployment and sickness benefits, and in the employment sphere, rehabilitation training of handicapped persons and sheltered workshops. Compensation for Australian government employees who suffer injury or death, arising out of or in the course of employment is also the responsibility of the Federal Department of Social Security.

54. The Federal Department of Health administers the programme of benefits for expenses incurred through medical, hospital and pharmaceutical services. The respective State Departments of Labour are responsible for the administration of workmen's compensation in their States.

55. Superannuation benefits are a feature of government and semi-government employment in Australia. The programme for employees of the Australian government service is administered by the Federal Superannuation Board. Private employers have superannuation schemes of their own.
56. In the area of social security advantages could be derived by Asian countries by attaching selected personnel to relevant units of the Department of Social Security and the Department of Employment and Industrial Relations. Of particular significance is the Australian Government Rehabilitation Service which provides a very comprehensive vocational rehabilitation service. Countries interested in the development of vocational rehabilitation services can derive considerable benefit from the Australian experience in this field. Expertise for development and manning of sheltered workshops is also available.

**Manpower services**

57. Australia's National Employment Service (the Commonwealth Employment Service or CES) is an integral part of the Department of Employment and Industrial Relations. Besides its traditional role of providing placement services for job seekers and employers, the CES is an important decentralised agency for gathering information on the state of the labour market and for the implementation of manpower programmes. Its placement activities extend into practically all fields of industrial activity - rural and non-rural, government and non-government.

58. The CES is seen as an important medium for facilitating the transition from school to employment, for the redevelopment of labour in the course of structural changes in industry, for implementation of vocational training programmes, for measures aimed at assisting special groups in the labour force (aboriginals, migrants, handicapped persons, young people, etc.).

59. Short-term attachment of labour personnel to an office of the CES would prove very useful for countries in the region desiring to develop a well-knit network of manpower services through the Employment Service.

**Manpower research**

60. The Manpower and Economic Policy Division of the Department of Employment and Industrial Relations conducts research into and analysis of a number of matters relating to manpower. Its Manpower Forecasting and Planning Section makes forecasts of labour supply and demand by occupation, industry, region, age and sex. Projections are made of future labour market conditions and potential shortages. Surpluses or imbalances are also identified. This information, together with the intelligence available from the employment offices and other sources, helps in the evaluation of on-going manpower programmes and the development of new manpower programmes.

61. Labour Ministries which are interested in strengthening their manpower research activities can derive considerable advantage by attaching their research personnel with this division for the required length of time.

**Labour statistics**

62. The principal agency responsible for the collection and publication of statistics relating to population and labour force characteristics and economic and social activity is Australian Bureau of Statistics. The Bureau collects and publishes statistics on a wide range of topics including those which provide prime
data for the research activities and manpower programmes of the Government, i.e. those related to aspects of the national income statistics on population, employment and unemployment, labour mobility and turnover, industrial disputes, earnings and hours of work.

63. Basic manpower information in Australia is derived from the Census of Population and Housing which is conducted every five years. The results are supplemented by a regular household sample survey of the population carried out on quarterly basis each year in all States.

64. Other regular statistical collections of the ABS are the monthly statistics on wage and salary earners and minimum wage rates, quarterly and annual information on average earnings, annual surveys of labour turnover and other industrial relations statistics.

65. Short-term attachments with the Bureau of Labour Statistics should prove very useful for Asian Ministries/Departments of Labour officials involved in the collection and analysis of labour statistics.
ANNEX A

Programme in Australia

Meetings

Mr. K. McKenzie, Secretary, Department of Employment and Industrial Relations
Mr. B. Tregillis, Deputy Secretary and Mr. D. Yerbury, First Assistant-Secretary, National Division, Department of Employment and Industrial Relations
Mr. B. Watchhorn, Assistant-Secretary, International Relations Branch, Department of Employment and Industrial Relations
Mr. Carruthers and Mr. Bailey, International Relations Branch, Department of Employment and Industrial Relations
Mr. J. Caine, First Assistant-Secretary, and Mr. D. Toovey, Assistant Secretary, Working Environment Division, Department of Employment and Industrial Relations
Mr. P. Kirby, First Assistant-Secretary, and Mr. V. White, Acting First Assistant-Secretary, Manpower Development Operations
Mr. S. Solomon, First Assistant-Secretary, Manpower and Economic Policy Division
Mr. M.S. Jeans, Secretary, Department of Labour and Industry, Victoria
Mr. H. Souter, Secretary, Australian Council of Trade Unions
Mr. P. Mathews, Principal, Trade Union Training College
Mr. Kaiser, First Assistant Director-General, Department of Social Security, Canberra
Mr. Neville, Assistant Statistician, Australia Bureau of Statistics, Canberra
Mr. Throssel, Assistant-Secretary, ADAA Department of Foreign Affairs, Canberra

Visits

Trainer Training Centre, Windsor
Careers Reference Centre
Commonwealth Employment Service Office, Camberwell
Training institutions in Australia which offer courses of study in labour and related fields

Several institutions in Australia provide courses in labour and related matters. Given below is a list of only those institutions whose courses can profitably be made use of by personnel of Labour Ministries/Departments of other Asian countries.

School of Public Health and Tropical Medicine

The School of Public Health and Tropical Medicine of the Federal Department of Health is located at Sydney University. It carries out research into occupational health problems and provides some occupational hygiene advisory services. The school conducts a full-time post-graduate course leading to a diploma in occupational health. An applicant for admission must be a qualified medical practitioner of at least one year's standing or registrable in the country in which he or she is qualified; such qualification being one approved by the Faculty of Medicine for the purpose of the diploma.

International Training Institute, Middle Head Centre, Middle Head, Mosman, NSW

The Institute functions under the administrative control of Australian Development Agency of the Ministry of Foreign Affairs. In addition to others, the Institute offers the following courses in the labour and related fields as part of opportunities given by the Australian Government to other developing countries.

(a) Labour administration course

The aim of this course is to provide participants an opportunity to observe and analyse the interdependent nature of labour education and general social systems and to discuss and evaluate the various approaches to labour administration in each of the contexts studied.

The objectives of the course are:

(i) To have various subject specialists and individuals concerned with the day-to-day problems of labour administration, present to participants a broad range of information concerning issues and approaches to labour administration in a number of countries. The issues covered include:

- economic development, social change and labour administration;
- industrial relations;
- manpower administration;
- wage determination;
- safety, health and welfare;
- labour inspection systems;
(ii) To provide participants with the opportunities to exchange information and views on approaches to labour administration in the various countries from which they come.

(iii) To provide practical experience which is relevant to the participant's duties in his home country which will enable him to further develop individual ability and confidence in his capacity as labour administrator.

Nominees should preferably have completed secondary education to at least fourth form and should be currently employed, and should have had previous experience in a field of labour administration. The course is of 12 weeks' duration and the total number of places currently available is 15.

(b) Industrial relations officers' course

A good part of this course is devoted to problem solving activities by participants in as close to practical involvement as possible. The objectives of the course are:

(i) To have various subject specialists and industrial relations practitioners, present course members with a broad range of information concerning issues and approaches to labour relations in a number of countries.

(ii) To provide opportunities for participants to exchange information and views on the approaches to labour relations adopted by the various organisations countries from which they come.

(iii) To create the atmosphere and provide the kinds of experience to further develop individual ability and confidence in his/her capacity for social analysis.

The total intake is presently 15. Completion of secondary education to fourth form or equivalent is the qualification required. Nominees should be currently employed or have experience in the field of industrial relations, personnel management or labour administration.

The Australian Council for Trade Union Training

The Council administers a programme for trade union training and has been set up under an Act of Parliament. The National Council, together with State councils, provide a range of courses to meet the needs of trade unionists. Courses aim to help active members, job representatives, delegates and full-time officials. The national courses are currently being conducted in Melbourne but will shift to Wodonga when the Clyde Cameron College for Trade Union Training is completed towards the end of 1976. The national courses for 1976 include:

(i) Industrial Officers Advanced Course.
(ii) Wage, Prices and Profits - Economics Course.
(iii) Union Administration for Senior Officers.
Courses run by the State Councils fall into four categories:

(i) Shop Steward Courses (public speaking, negotiating, role of shop steward, etc.).
(ii) Basic Communications Courses.
(iii) General interest subjects (health and welfare, planning for retirement, etc.).
(iv) Specific interest subjects (indexation, union administration, etc.).

Other institutions

Formal education in some of the areas of interest to the team (industrial relations, labour economics, manpower planning) is available at a number of Australia's universities and at some of the institutes of technology. However, the training provided by these educational institutions represents only (i.e., individual semesters or units) a part of a broader degree or diploma course covering one or more years of study, or may be undertaken as post-graduate study or research. It is, therefore, available only to approved graduates who have completed a prior course of study in the relevant subjects.
Bangladesh

The programme

66. With the co-operation of Government, employers and workers, extensive discussions were held on manpower services, vocational training, labour statistics, social security, workers' education, occupational safety and health, and industrial relations, including tripartism.

General

67. International and bilateral aid for Bangladesh is now extensive, and the concept of regional co-operation was accepted enthusiastically. There seemed to be a top level priority for, and commitment to, learning from the shared experience of the developing countries in the region. The political problems of the early 1970s and the drought and famine of 1974-75 have left Bangladesh in difficulties, but the team was impressed by the efforts being made to improve the situation. Information on programmes in countries in the region is available mainly with senior personnel, and it was suggested that the initial need under a regional technical co-operation programme would be for evaluative material of programmes from countries which have "donor" capacities.

Manpower services

68. Arising from ILO advisory work and the visit of the ARPLA mission, a decision has been taken to establish a separate Directorate of Employment and Training in the Ministry of Labour to be responsible for labour market information services, employment promotion and placement and training services. There are now seven employment exchanges in Bangladesh and the role of the employment service is to be redefined to emphasise employment promotion and employment information.

Vocational training

69. The Director of Labour under the Ministry of Labour and Social Welfare is responsible for vocational training, including apprenticeship. There are five technical training centres, three of which were established with international assistance, but their capacity appeared to be underutilised, partly as a result of lack of equipment. Under the apprenticeship scheme, employers are required to hire a certain ratio of apprentices in specified trades, and there is said to be no related theoretical instruction or supervision of apprentices. Employers raised the point that there is a need to ensure that vocational training is related to industrial needs; they also suggested that the technical training centres could make a greater contribution to skill training in the rural sector. It was stated that the rural development programme has distributed 40,000 pumps in various parts of the country, but many of these were not operational due to the lack of trained maintenance and repair servicemen.
Labour statistics

70. The team was advised that there are gaps in statistical information required for planning and programming in the labour field. The last published data from survey sources by the Bangladesh Bureau of Statistics related in most cases to pre-independence days and the question was raised of liaison between the Bureau, the Ministry of Labour and Social Welfare, and the Planning Commission. A UN report on the reorganisation of the Bangladesh Bureau of Statistics has been submitted, and a project document on sampling, data processing, demography and national accounts has been prepared for UN support. It was understood that a separate request had been made by the Bureau, jointly with the Ministry of Labour and Social Welfare, for a labour statistician with assistance from UNDE. Professor Leicester of Sussex University and a consultant from the Philippines have also been involved in proposals for a nation-wide manpower survey. Responsibility for labour statistics appeared to the team to be a little fragmented, and employers complained of many surveys being undertaken without results being available to them.

Social security

71. In the social security area, there are workmen's compensation laws, and some provident funds in private industries, besides the maternity benefits under the employers' liability. It was stated that an attempt to introduce a contributory scheme for work accidents and maternity benefits did not materialise. The amount of compensation and coverage of the workmen's compensation law appeared to be outdated, and a request for UNDP/ILO assistance to revamp the social security scheme has been made.

Industrial relations

72. In accordance with the "Interim Labour Policy" collective bargaining and the arbitration provisions of the Industrial Relations Act continue to apply, but trade unions are not functioning at the national level, and the strike weapon has been frozen - reference to labour courts having been provided as an alternative. Workers' organisations did not appear to have the resources to undertake workers' education programmes. For workers' education, however, the Government proposed to use the Industrial Relations Centres, which were designed to train labour administrators and personnel officers in industry as well.

Occupational safety and health

73. The Chief Inspector of Factories in the Ministry of Labour and Social Welfare administers a number of laws and rules in the occupational safety and health field. The employers claimed, however, that the laws had a number of anomalies, and sought further help from the Government in promoting safety knowledge and practice. The Government acknowledged that it needed to develop its safety training programme. Because of the special problems which have confronted Bangladesh in recent times, consultations between Government, employers and workers had not been restored to the status of previous times. Employers referred specifically to their desire to establish the tripartite consultation that had existed earlier. On the government side, there is also a desire to return to these arrangements in time.
Summary of other capacities and needs

74. The facilities which Bangladesh could offer under technical co-operation are believed to be mainly in the fields of management and vocational training:

75. The Bangladesh Management Development Centre, while needing some strengthening in the areas of course design and equipment and staffing, has a good deal of experience in management training. The current demand for courses is greater than the capacity. With assistance under technical co-operation, the facilities of the Centre could well be of value to other countries. Interest was expressed in "twinning" the Centre with appropriate institutions in Japan or the Philippines.

76. In the vocational training area relatively good facilities have been established, mainly with the co-operation of the West German and US Governments and the ILO. The shortage of instructors is a problem. There is also a need for a stronger link with industry. With improvements in these respects, the facilities could also be of value to other countries.

77. Because of the difficulties which Bangladesh has experienced in recent years, it was natural that a number of needs were specified to the team. These are mainly in the areas of employment promotion, skill training, labour policy research, industrial relations and occupational safety.

78. On the employment promotion side, special interest was expressed in the Regional Employment Development Scheme and the National Employment and Training System in Australia, and in the employment service operation in Malaysia, particularly its link with industry and its placement service. An interest was also expressed in studying counter unemployment measures and the rural skill formation programme in Korea.

79. In the area of skill training, interest was expressed in the agricultural programme organised through the National Manpower and Youth Council in the Philippines. This programme, which offers a range of services for specific rural schemes, including training, financing and extension services, is believed to be appropriate in view of the special problems confronting Bangladesh in rural areas.

80. Interest was also expressed in studying the organisation and activities of the labour policy research functions of the New Zealand Department of Labour, and the desire was expressed to have appropriate staff from Bangladesh trained in New Zealand. Officials in Bangladesh are also anxious to know more of the activities of the Central Institute for Research and Training in the Employment Service (CIRTES), and the Institute for Applied Manpower Research in India.

81. Because there is a multiplicity of trade unions in both India and Bangladesh, and because the industrial environment is believed to be similar, a desire was expressed for study of and familiarisation with the Indian industrial relations system and the workings of the tripartite consultative machinery there.

82. As a basis for building up its occupational safety and health programme, Bangladesh wishes to receive assistance from India and Singapore in this area. In the light of what the team saw in India and in Singapore, it would commend the facility at the Central Labour Institute in Bombay and the facilities available in Singapore.
ANNEX

Programme in Bangladesh

Meetings

Mr. A.M. Mesbahuddin, Secretary, Ministry of Health, Population Planning and Labour
Mr. M.A. Haye, Director of Labour
Mr. M.A. Hafiz, Chief Inspector of Factories and Establishments
Mr. Hussain, Deputy-Director, Bureau of Statistics
Mr. M. Serajul Islam, Management Development Centre, Dacca
Mr. M.M.R. Chowdhury, Planning Commission
Mr. M. Anisuddowlaa, President, Employers' Association
Mr. Anisuddin Khan, General Secretary, Bank Employees' Federation
Mr. D. Christov, ILO Area Office
Mr. B. Zagorin, UNDP Resident Representative

Visits

Bangla-Seato and Bangla-German Technical Training Centres in Dacca
Management Development Centre, Dacca.
Fiji

The programme

83. The team had extensive discussions with H.E. the Minister for Labour and various officials of the Ministry, as well as with officials from other departments, the Employers' Consultative Association and the Fiji Trade Union Congress.

General

84. There is in Fiji a strong commitment to and support for a programme of co-operation among Ministries of Labour in the Asian region, with the ILO Asian Regional Office playing a co-ordinating role. The establishment of a special fund to facilitate such co-operation was felt to be necessary. Fiji is prepared to play a constructive role in this programme, by extending capacities available in her programmes to the region, as well as benefiting from the experience and programmes of other Asian countries.

Manpower situation

85. The manpower situation, characterised by acute shortages of skilled personnel and a surplus of some and shortage of other white-collar jobs, is at the heart of the challenge to development in Fiji. The supply situation was marked by a high growth rate of the labour force, the drain of skilled manpower from Fiji and an inadequate output of youth trained in the requisite skills from the educational institutions. The open unemployment rate in mid-1975 rose to 7 per cent but many vacancies for skilled jobs could not be filled during the period of the Sixth Plan (1971-75).

86. The Seventh Plan (1976-80) therefore lays considerable stress on labour market policies, institutions and programmes to meet the nation's socio-economic goals. A detailed forecast of labour supply and demand by age, education, occupational group is provided in the Plan document. Briefly, while a surplus labour supply (mainly white-collar) of 11,900 persons is foreseen, a shortage of over 2,000 (1,960 of them in the professional and technical categories) is estimated for the Plan period. A minimum of 1,300 skilled and professional persons would need to be recruited from expatriate sources.

87. "Expertise" is regarded as an important "resource gap" in Fiji, for which she looks to external sources (technical assistance and training) to fill. Because of the smallness of her population base, Fiji is, for the foreseeable future, looking to overseas sources for her specialised training needs. Meanwhile, Fiji continues to be heavily dependent on imported expertise. In addition to advisers under UNDP, the Commonwealth Fund for Technical Co-operation (CFTC), and supplied by the Governments of Australia, India, New Zealand and the United Kingdom, Fiji recruits overseas officers directly to fill established civil service posts. Their local salaries are supplemented by their home governments or aid agencies, but in all other respects they are treated as local officers. Such an arrangement, besides enabling these officers to make a direct contribution, also avoids the difficulties faced in Fiji of finding counterparts for advisers.
88. In order to channel the relatively large mass of school leavers into productive occupations, the Government proposes to introduce a multi-craft training programme. The proposal is to re-equip and expand existing industrial arts and home economic facilities to enable instruction to be given in a wider range of subjects and activities and to establish more such centres in areas where they can serve groups of villages or groups of neighbouring secondary schools. Assistance in the form of equipment will be needed for these schools/centres including funds for buildings construction.

89. It has been noticed that skill differential in manual occupations has been narrowing with the result that there is no incentive for learning skills. The Government intends to rectify this situation by making skilled jobs financially more attractive. This will be done in co-operation with the trade unions. Expert assistance may be needed in the formulation of a rational wage policy.

90. Because of her size and the limited capacity of her training institutions, Fiji will continue to send people overseas to acquire many specialised skills needed for her development. Most of the Fiji aid programmes include provisions for study overseas.

91. The Government therefore continues to avail itself of a number of institutions in the region where Fiji sends people for specialised training made possible through third country financing. In addition to formal training programmes, people are sent on attachment and study tours to gain experience in other countries. It is intended that this type of training experience will increase in importance.

Vocational training

92. As stated above, skilled manpower is one of the urgent needs of Fiji and this is reflected in the current Plan.

93. In order to meet this need, the following technical training centres have recently been set up with assistance from UNDP/ILo, as well as from the Governments of Australia, New Zealand and the United Kingdom:

(i) Lami Centre for Electrical Engineering and Light and Heavy Automotive Trades;

(ii) Lautoka Centre (I) for Carpentry, Block Laying and Metal Trades including Plumbing;

(iii) Lautoka Centre (II) for Electrical Engineering and Light and Heavy Automotive Trades.

There is also an in-plant training programme for hotel and catering trades.

94. These institutions function under the over-all control of the Fiji National Training Council which is a policy-making body in industrial training under the direct control of the Minister for Labour. The Council is assisted by seven industrial boards which are in turn advised by working parties. Implementation is entrusted to the Directorate of Training.
95. Most of the advisory staff attached to the Council will be completing their assignments in the near future and although the programme has made a start, there is still need for some of these advisory services to continue. The Council is undertaking a review of the long-term assistance required to ensure orderly and continuing training and development of manpower. It will then be possible to identify the size of assistance required in this regard but from a preliminary study it seems that it will be in such disciplines as administration of training departments and institutions, management development and in specialised areas like quality control, work study, plant maintenance and services, etc. A limited number of fellowships were provided to the Council under the above ILO/UNDP project, some of which have been utilised but others have been deferred. The Council would need more fellowships for training of its officers in the above disciplines. The Council also needs urgently equipment and machinery in such areas as fitting and machining, electrical, printing and automotive engineering.

96. The centres mentioned above are geared at present to meet local needs. If external assistance could be provided, the Council would be willing to upgrade and enlarge one of these centres for overseas trainees from such neighbouring countries as Tonga, Samoa, Cook Islands, Tahiti, Solomon Islands, etc. The arrangement would be subject to the condition that this does not involve transfer of the administration of the Institute to any regional body.

97. The Council's information and publication section publishes a monthly newsletter in addition to the production of technical publications concerning training recommendations, manual sketches, etc. The Council is building up a technical library. It will welcome technical books, manuals, etc. from other countries. The Council will be happy to make available its publications to other countries.

98. The major institution for technical education in Fiji is the Derrick Technical Institute, Suva. It provides courses at trade, technician and diploma levels within the six schools of (i) building and civil engineering, (ii) business studies, (iii) engineering, electrical and mechanical, (iv) general studies, (v) hotel and catering services, and (vi) marine studies. The Institute has a staff of 160. Some 20 per cent of staff positions are occupied at present by expatriates under various technical assistance programmes. The ILO is also assisting the Institute.

99. The Institute has a hostel with accommodation for 129 students. The Institute accepts a limited number of students from neighbouring islands in the South Pacific. The Derrick Technical Institute is one of the finest institutions of its kind in the South Pacific which can, with some further outside assistance, cater to the expanding needs of neighbouring countries.

100. The facilities at the Institute are being expanded and the expansion is likely to be completed by 1978. The United Kingdom is helping in the construction of a new workshop block and a new academic block. New Zealand is helping in the construction of a new hostel which will accommodate about 100 more students.

101. Beyond what is currently given, the Institute needs assistance as follows:

(a) Specialist staff to teach at trade and technician level in the following disciplines:
   - mechanical engineering, with options in plant maintenance,
   - automotive engineering, workshop technology, metallurgy,
applied mechanics, heat engines, welding and fabrication, fitting and machining, aircraft maintenance engineering, refrigeration and air conditioning, marine engineering, navigation and steamship;
- electrical engineering with options in power, electronics, physics, instrumentation;
- building and civil engineering, with options in hydraulics, structures, material technology, building construction, building services and plumbing, architecture, soil mechanics and road construction and surveying.

(b) Training and visual-aid equipment in the following areas:
- electronics;
- metallurgy;
- instrumentation;
- navigation;
- workshop technology;
- soil laboratory;
- structures and civil engineering and hydraulics.

(c) Support for direct operating costs.

Careers and placement services

102. Two organisations are at present dealing with the employment assistance programme: The Careers Service and the General Placement Service.

103. The Careers Service is housed in the Ministry of Education. The Service is doing useful work. It has published a directory of all institutions in the country in which Forms 5 and 6 students are eligible to receive admission. This is supplied to every applicant along with the applications for admission which are received and processed by the Service.

104. The Service also provides guidance and training in interviewing techniques to panel members who do the selection for admission to educational institutions.

105. The Service has been established through the assistance of an expert provided by the United Kingdom under its bilateral assistance programme. The scope of the service is at present, however, limited. It is proposed to extend its coverage throughout the secondary school system by 1980. This will mean increasing the number of staff and at that stage a trainer-expert will be needed to provide training to the newly recruited staff in career counselling and interviewing techniques.

106. The General Placement Service is located in the Ministry of Labour. It is inadequately staffed. It is mostly engaged in the recruitment of seasonal workers for work in Australia.
107. It is proposed to strengthen the labour market mechanism in other ways. The current Development Plan specifically provides that during the Plan period the employment services in the Ministry of Labour and Education will receive additional resources for expansion of their programmes. The Ministry of Labour will then need assistance for improvement and strengthening of its labour market information programme.

Factory inspection

108. The factory inspection service is well organised. It is at present headed by an expatriate from the United Kingdom. He has trained the local officers who can continue the work on his departure. The medical inspection work in factories, on the other hand, is the responsibility of the Health Ministry. That Ministry lacks expertise in the field of occupational health and welfare. The Ministry needs facilities for training of doctors in occupational safety and health specifically in the detection of occupational diseases.

Research and planning

109. The Ministry of Labour has been preoccupied with the resolution of industrial disputes and has had little time to attend to research work in labour matters, manpower planning, employment generation schemes and planning in general. These are the areas in which the Ministry would need assistance in setting up the necessary facilities.

Trade union education

110. The Fiji Trade Union Congress is the national organisation of workers. It is well organised and is the most representative body of workers in the country. It needs assistance for launching trade union education programmes and also to strengthen its research functions for a proper approach to collective bargaining. The Congress also lacks expertise in the preparation and presentation of workers' cases before arbitrators and other such forums. It intends to set up a regular publication and would welcome the services of an expert to assist. It also needs books for its library. The ILO had some time ago assigned to Fiji an expert for the formulation and production of a workers' education scheme. The recommendations of the expert remain unimplemented.

Management training

111. There is considerable shortage of managerial and technical expertise in Fiji. The localisation programme has necessitated the early training of local personnel to meet the needs. Some of the employers owning large establishments have started their own training schemes and they utilise grants from the Government under the Grant Levy Scheme introduced by the Government for apprenticeship training. Smaller establishments are not in a position to start their own training programmes but they are making use of the Scheme and the Derrick Training Institute for training of their apprentices at trade and technician levels. Employers on the whole would welcome assistance from other Asian countries to supplement their own and the Government's efforts at management development.
Rural development

112. The Government of Fiji attaches considerable importance to the development of rural areas and in this connection the role of the Fiji Co-operative Education Centre at Lami is worth mentioning. The Centre is financed by the Government and is under the administrative control of the Department of Cooperatives. It deals with the promotion of educational programmes particularly of co-operative personnel throughout the country.

113. All the courses now offered at the Centre are being reviewed and revised and a business management element is to be included. It is proposed to introduce a nine-month certificate course in co-operative management and administration, comparable in status and quality to a similar course at the Co-operative College, Loughborough, United Kingdom. Provision for the intake of some candidates from other South Pacific territories is also proposed.

114. The teaching staff at present consists of six teachers who have received training abroad in their particular fields. An adviser has been provided by the United Kingdom who supervises the work of the Centre. He will soon be joined by an expert on the production and use of audio-visual aids.
ANNEX

Programme in Fiji

Meetings

H.E. The Minister for Labour
The Council of Ministers
The Permanent Secretary, Ministry of Labour
Chief of various sections of Labour Ministry
Principal Labour Officer (Factories)
Manager, Fiji National Provident Fund
Director, Fiji National Training Council
Permanent Secretary, Ministry of Urban Development, Housing and Social Welfare
Deputy Secretary, Ministry of Education, Youth and Sport
Chief Officer, Vocational Guidance and Youth Employment Service
Government Statistician, Bureau of Statistics
Representatives of Fiji Trade Union Congress
Representatives of Fiji Employers' Consultative Association
Director, YMCA
Director, YWCA
ILO Representative in South Pacific, Suva.

Visits

Lami Co-operative Training Centre, Suva
Carpenters' Training Centre, Suva
Derrick Technical Institute
India

The programme

115. The programme in India provided for wide-ranging discussions on workers' education, vocational training (including instructor training), occupational safety and health, tripartism, labour statistics, social security, industrial relations and manpower services and visits to some related institutions. The discussions on manpower services covered employment exchanges, training and research in the employment field, vocational rehabilitation, job creation, occupational classification and vocational guidance.

General

116. There is a deep interest in India in the idea of regional co-operation among Asian countries. The team found an extensive experience in India which can assist other countries in certain of the specified areas and a willingness to share facilities in those areas where the Indian experience was believed to have advanced considerably.

Workers' education

117. The Central Board for Workers' Education has been in operation for 17 years, and runs between 80 and 90 courses each year at the Indian Institute for Workers' Education, located at Bombay, and at each of the 37 regional centres. Representatives of workers and employers are on the Board. While course content is aimed at national needs, students from a number of other countries have also been admitted. The entire programme is financed by the Government of India, including grants for individual trade unions to conduct their own programmes. The activities of the Indian Institute of Workers' Education in training trade union instructors, and of the Central Board for Workers' Education in the preparation of audio-visual aids and literature for use in the various programmes, appear to be relevant for countries seeking to develop their own programmes.

118. There are needs in the area of workers' education and these are in respect of technical equipment (e.g. audio-visual aids, photographic and reproduction equipment), the attachment of experts in the field of industrial relations and labour economics for short periods at the Institute, transportation equipment and fellowships for the Board's officers for 4 to 6 months in the fields of labour journalism, library services, motivational programming, visualisation and communication skills, and the planning and organising of courses for rural workers. If these needs are met they would further enhance the capacity of the workers' education programme to assist other countries.

Vocational training

119. Visits were made to the Industrial Training Institute at New Delhi, and to the Central Training Institute (for instructors) at Bombay. Comprehensive programmes and experience exist in vocational and instructor training, with 362 industrial training institutes and 7 central training institutes. With instruction being in English and hostel facilities being provided, the capacity for instructor training in India appears very suitable for use on a regional basis.
Occupational safety and health

120. Facility in the occupational safety and health area is provided by the Factory Advice Service and the Central Labour Institute at Bombay and the Regional Labour Institutes at Madras, Calcutta and Kanpur. The Central Labour Institute has a proven record of development and practical administration of safety and health programmes. The annual conference with state inspectors provides the basis for programming, for review of legislation in the light of technical development, and for research. Instruction at the Institute is in English and hostel facilities are available. Some of the senior staff of the Institute are available for, and have served, advisory needs in Asian countries as well.

121. As regards needs in the occupational safety and health area, the Central Labour Institute seeks assistance in dock work training, updating of exhibits used for safety training and education, in safety research (e.g., the design of machine guards, safety in the building and construction industries (where a programme was being initiated)), in ergonomics, in testing of personal protective equipment and in industrial pollutants. While the team regards the Institute as providing excellent facilities and orientation to the problems in occupational safety, it would also strongly support the desire of the Institute to keep abreast of developments elsewhere in the world, and thus further enhance its capabilities to contribute regionally.

Tripartism

122. The concept of tripartism appears to have had wide acceptance by all parties in India. Tripartite consultations take place on most aspects of labour - from the Indian Labour Conference at the top level to the various boards, wage councils and committees that have been established in a number of areas. The view appeared to be shared by the Government, employers and workers that tripartite consultations develop positive and constructive attitudes among all parties, although the contributions that some could make depended upon the availability of research and servicing facilities for the participants. The existence of strong trade unions at industrial and national levels, and of employers' organisations at the national level, have enabled smoother working of the tripartite machinery. At the time of the team's visit it seemed that the current emergency in India and some disenchantment with tripartite wage councils have led to the Government facilitating greater bipartism (with a National Bipartite Apex Body). The team felt that Asian countries seeking to initiate or extend the concept of tripartism may well find a first-hand study of the experience in India a useful means of gaining insight for themselves.

Manpower services

123. In the manpower services field, India, with a network of 565 employment exchanges in the organised sector and some limited services in the rural sector, has the capacity to assist other countries. There is also some capacity to train non-nationals in occupational classification work. The team particularly commends the Central Institute for Research and Training in the Employment Service (CIRTES) which is providing support to the employment service, through its programme of review of operational procedures, training of staff and preparation of careers literature.
124. The Institute of Applied Manpower Research, established in 1962 at New Delhi, has a good deal of experience in research, in undertaking consultancy advisory work, and in providing training in manpower planning and administration. The team was also interested to note the work of the National Labour Institute, established in New Delhi in 1974. Its work in promoting rural labour organisation, though in its early stages, was of special interest. Documentation of this programme in later years would be of value to other countries.

125. In the broad field of manpower services a need was expressed for visits of senior officials to appropriate countries to observe the operation of national employment services, particularly in respect of specialised functions such as services to youth and disadvantaged classes, and the contributions which a national employment service could make to the formulation of national manpower policies and programmes through its information-gathering activities.

Labour statistics

126. The national employment service compiles a great deal of labour market information, and this is supplemented by the facilities provided by the Bureau of Labour Statistics. The Bureau has had extensive experience with sample surveys, annual surveys and household surveys as well as with statistical collections and analyses for specific needs. The International Statistical Institute of the Central Statistical Organisation and the Bureau's own in-house training facilities have the capacity and experience in training staff from the Asian region. The Bureau also has competent staff members whose services could be provided for advisory missions in the region.

127. Officers of the Bureau of Labour Statistics expressed a need for advanced training in labour statistics, including machine tabulations. Some of the computer equipment that was used was felt to be out-dated, and had limited capacity, and the training overseas of officers in more advanced techniques of data processing would assist in cutting down long lags in publication. It was hoped also to obtain some spin-off in that exchange of personnel would broaden the outlook of the Bureau's officers, particularly in the use of statistical series.

Social security

128. The Employees' State Insurance Corporation in India can provide expert assistance as well as training facilities to other countries for initiating and administering programmes concerned with health insurance, work injury and occupational diseases. The Corporation has a training division and training programmes dealing with registration of workers, collection of contributions, disbursement of benefits and administration of medical care. The innovations in the use of workers' credits with the provident funds for house construction, etc. were also seen by the team as being of interest to other countries which have provident funds.

Employers' and workers' organisations

129. Employers and workers expressed a number of needs to the team. On the employer side, mention was made of the need to obtain a better understanding of how they could contribute to control of pollution; what contribution they could make to improving incomes and conditions in the rural sector; how they might build
up their economic research activities for the benefit of their members; how they might go about seeking co-ordination and job orientation of the various schemes for skill training in India; and how they might better work with trade unions in the pursuit of "the public good". Employers expressed a willingness to help in the transfer of technology if appropriate programmes were developed. They commended the idea of a "technical know-how bank". Mention was also made of the need for an Asian organisation of employers and for the ILO to take employers into its confidence in programme formulation.

130. Workers' organisations expressed the desire to build up their economic research services and to visit countries where these services are operating effectively. An interest was also expressed in visiting countries where tripartism is well developed.
Programme in India

Meetings

Mr. T.S. Sankaran, Joint Secretary, Ministry of Labour
Dr. K.C. Seal, Adviser, Employment and Manpower Planning
Mr. R.K. Dhan, Director, Employment Service
Dr. M.K. Khanijo, Senior Head, Research Division, Institute of Applied Manpower Research
Mr. N. Navanithan, Head, Manpower Information System and Data Bank, Institute of Applied Manpower Research
Officers of the Directorate General of Employment and Training
Officers of the Planning Commission
Prof. Nitish R. De, Dean, National Labour Institute
Mr. P.N. Razdan and Mr. V.P. Gupta, Deputy Chief Labour Commissioners
Director, Labour Bureau, Simla
Officers of the Central Statistical Organisation
Officers of the National Sample Survey Organisation
The Registrar-General of India
Mr. D.S. Nim, Joint Secretary, Ministry of Labour
Mr. T.V. Lakshmi Narayan, Director-General, Employees State Insurance Corporation
Mr. K.S. Naik, Central Provident Fund Commission
Mr. N.K. Bose, Coal Mines Provident Fund Commission
Mr. Sati, Secretary, All India Organisation of Employers
Representatives of the All India Trade Union Congress
Representatives of the Indian National Trade Union Congress
Brig. G.R. Chainani, Director-General, Factory Advice Service and Labour Institute
Mr. H.C. Gupta, Director, Central Board for Workers' Education
Representatives of Employers' Federation of India
Representatives of the All India Manufacturers' Organisation
Mr. R. Polgar, Resident Representative, UNDP
Mr. B. Ghosh, Director, ILO, New Delhi
Miss E.R. Broisman, Deputy, ILO, New Delhi
Visits

The Industrial Training Institute, Pusa
The Central Institute for Research in Training and Employment Services, Pusa
The National Labour Institute, New Delhi
The Institute of Applied Manpower Research, New Delhi
The Computer Centre (Central Statistical Organisation)
The Computer Centre (Registrar-General of India)
The Labour Bureau, Simla
The Labour Bureau, Chandigarh
The Central Labour Institute, Bombay
The Indian Institute of Workers' Education, Bombay
The Central Training Institute, Bombay
Vocational Rehabilitation Centre, Bombay
Indonesia

The programme

131. The team had discussions with officials of the various departments under the Minister of Manpower, Transmigration and Co-operatives as well as with officials of the National Development and Planning Board and Department of Foreign Affairs. The team also met representatives of the Indonesian Employers' Association and of the All Indonesian Labour Federation.

General

132. The Government is keenly interested in the regional co-operation programme and hopes that the findings of the team will give concrete shape to such co-operation. There is also support for the co-ordination of the programme by the ILO Regional Office at Bangkok and it is appreciated that a small cell would be needed there to give the programme of co-operation a good start and keep up its momentum.

Rural development - employment creation programmes

133. Employment creation is one of the cardinal principles of national development policy in Indonesia. Several useful programmes have been launched throughout the country to deal with the problem of unemployment and under-employment. The village development programmes with labour-intensive rural works projects were begun during the first Five-Year Plan (Repelita I) and are being increased and improved during the current Plan period (Repelita II). Through these programmes unemployed and underemployed manpower is being utilised to construct simple economic infrastructures such as village roads, irrigational channels and in reafforestation. The latter programme is being given increasing emphasis because of its long-range potential.

134. Another programme worth special mention is the Indonesian Volunteer Workers' Service. The programme involves the placement of graduates and undergraduates in the villages to serve as volunteers, working at the village level as generalist-community-development-workers. Beginning with 30 volunteers in 1969, their number now stands at 1,500 and they operate in 25 of Indonesia's 26 districts. Their functions cover:

(i) erosion control, reafforestation, improvements of existing cultivation techniques, introduction of new and improved cash and food crops, improvement of existing animal and poultry husbandry and the introduction of new species, encouragement of cottage industries and other contributions to production;

(ii) adult education, literacy teaching, nutrition education, home economics education, improving village administration, preparation for transmigration, youth leadership and training, encouraging local cultural and social activities, co-operative movements and other education activities; and
(iii) the rehabilitation or construction of roads, bridges, irrigation canals, drinking water supplies, school buildings, community sanitary fittings, markets and other physical amenities.

Project formulation for village development takes place at the regional level rather than at the central level, while such projects are initiated even further down, i.e. almost at the village level. Planning units have been set up at regional levels and the personnel manning these units need training in project formulation as well as project evaluation or, in other words, what is needed is improvement of departmental planning mechanism. While the Indonesian experiences in these areas might be of interest to other countries it would be useful for those involved in the implementation of these projects at the national level to undertake study tours to other countries engaged in similar developmental activity. Assistance is also needed for staff training in the implementation work.

135. Promotion of small-scale entrepreneurship in both towns and villages is also receiving attention with a view to increasing employment. Generally the production methods of such entrepreneurs are by nature labour intensive and most of their products meet the needs of the general public. Thus with further promotion of these entrepreneurs, employment will be increased both directly and indirectly. It is also intended to increase the capacity of economically weak entrepreneurs. Some of the projects being considered in this connection and for which technical assistance is needed but which have not been implemented because of lack of funds include:

(i) handicraft product development and design centre;
(ii) co-ordinating centre for the development of handicrafts;
(iii) small-scale industries project; and
(iv) small enterprises service institute.

Manpower situation

136. The Second Five-Year Plan (Repelita II) of Indonesia gives three striking aspects of the manpower situation which have led to a lack of balance in the utilisation of manpower for development:

(a) excess of manpower in the structural sense, as a consequence of rapid population growth and a relatively underdeveloped economy; and
(b) a number of obstacles that prevent the labour market from carrying out its functions of allocating manpower properly.

The above situation of surplus labour and imperfections in the labour market have combined to create a third problem, namely, the existence of unsatisfactory terms and conditions of work.

137. Another striking imbalance in the field of manpower in Indonesia is the lack of inter-regional balance. Java with only 7 per cent of the total land area of Indonesia was occupied by 63 per cent of the population in 1971. There is thus extensive economic potential available for development in areas where population
density is low. Lack of balance in the distribution of manpower has given rise to a far-from-optimum utilisation of the productive potential of manpower.

138. The First Plan took note of this situation and efforts were made to correct it. It also laid considerable emphasis on the creation of new employment opportunities to combat unemployment and underemployment through the increased use of manpower. Efforts were made during the First Plan period to improve working conditions through the introduction of labour legislation and its proper enforcement. Promotion of workers' and employers' organisations also contributed to improved working conditions and welfare of employees. Educational and vocational training facilities were rehabilitated and expanded. The private sector was made to step up its efforts at training. The new Plan (Repeilta II) aims at further substantial improvements in all the above sectors. Some of these programmes which are more directly concerned with the team's inquiry are briefly discussed in the following paragraphs:

**Vocational training**

139. The rapid increase in population and steady expansion of developmental activities have led to the demand for skilled manpower and thus to the need for greater training facilities including equipment. Lack of skilled labour has partly been met by use of foreign workers in those spheres where there is still a shortage of Indonesian manpower. At the same time efforts are being made to expand the training facilities within the country. Eleven vocational training centres are now in existence. A further three are under construction while work on four more is due to start next year. Two of the seven new centres will be exclusively utilised for training of instructors.

140. Equipment for these centres from other Asian countries will be welcomed. Technical assistance for the training of instructors will also be needed in the form of expert trainers. In terms of capacities, a mobile training programme is in operation and Indonesia has some experience in this field. The country can provide on-the-job training in the operation of mobile training programmes to other interested Asian countries.

141. Technical education is quite expensive in Indonesia. Although several liberal scholarship schemes have been introduced to help deserving students, there is need for a less expensive arrangement for technical education. This may be possible through the introduction of a good apprenticeship programme which would enable training at lesser expense and provide greater opportunity to the poorer sections of the population to participate in economic activity and to enjoy its benefits. Information on system of apprenticeship programmes in operation in various countries in Asia, and on legislation in force to support the programmes, would be welcomed by the Government as it is interested to study the possibility of introducing an apprenticeship programme and a grant levy scheme in connection with it. More generally, Indonesia also needs assistance in the design of vocational training systems.

142. The present system of trades certification in the country does not appear to be geared to the needs of the country. Assistance in the form of an expert for the development of a sound trade certification system, which also takes into account other prevailing training systems in the country, is needed.
Labour market mechanism

143. While efforts at the creation of more employment opportunities will continue, it is also necessary to improve the labour market information mechanism for optimum use of manpower. Workers needing jobs in one area possibly do not know of work available in other areas. Students graduating from high school need counselling and need to be informed of work conditions, wages and places where jobs are available to ensure higher labour mobility. It is, therefore, proposed to make public information about employment throughout the country via mass communication channels including radio, newspapers and bulletins. Placement work is also intended to be increased. Technical assistance for reorganisation of the labour market information and placement service is needed to enable the existing placement service to cope with its increased and new responsibilities.

Wages

144. The Second Five-Year Plan (Repelita II) provides for improvements in the terms and conditions of work in industry. In the matter of wages, it is desired to make lowest wages sufficient to meet basic minimum needs at different levels in the various sectors as well as to prevent excessive salary differences between different positions and different sectors. Other steps in this regard include improvement in regulations and implementation of such wage regulations. Regulation of minimum wages takes place through the national and regional wages councils. Technical assistance in the formulation of a national wage and income policy might become necessary in due course to achieve the above-cited objectives of the Plan.

Occupational safety and health

145. The Government is keen to reduce the rate of work injuries and for this purpose desires to introduce effective supervision of actual implementation of health and work safety standards. Formal occupational safety and health training has been started by the Directorate of Occupational Safety and Health of the Department of Manpower, Transmigration and Co-operatives. "Accident prevention appreci­ation courses" as well as "accident prevention courses" are held to promote safety awareness and to improve supervisor's skills in accident prevention techniques. Several safety courses have been held for new labour inspectors and some inspectors have been trained abroad. The rate of accidents is still high but the Government is determined to bring it down through concerted efforts. The team was informed that Indonesia needs technical assistance to upgrade the skills of occupational safety and health supervisory staff. A safety workshop/laboratory has been set up with a view to increasing control and supervision over the occupational safety and health conditions in industries. The workshop/laboratory will also serve as training ground for the occupational safety and health programme. Assistance is needed to further develop the work of the laboratory both in the form of experts and additional testing equipment.

Industrial relations

146. The policy of the Government is to make further vigorous attempts to consolidate the prevailing harmonious labour-management relations. A workers' education programme is proposed to be introduced in the general context of
developing labour unions. Improvements and introduction of labour relations that encourage responsibility will also be attempted. It is also proposed to set up an industrial relations institute for this purpose. Technical assistance in connection with the workers' education programme and with the proposed industrial relations institute would be welcomed.

Social security

147. The social security programme at present aims at extension of the existing accident insurance scheme to private employees. The need here mainly is for a short-term training programme for the implementation staff. It is envisaged that the social security programme will be extended in due course to cover: pension insurance, invalidity and survivor benefits. Technical assistance would be needed eventually for training in the administration of the scheme for these purposes.

Transmigration

148. This programme mainly involves the transfer of manpower from densely populated islands to sparsely populated islands. The developmental objectives of the programme are important because it will create more employment besides stimulating the development of extensive economic potential of these areas specifically in the agriculture sector. It will also present many problems, such as the preparation and administration of a settlement area so that it becomes an economic and social unit capable of growth. Indonesia is greatly interested in receiving technical assistance in any form in this field from countries having undertaken similar or related programmes.

Other technical assistance needs

149. Other areas in which the Government is interested in receiving technical assistance include the following: vocational rehabilitation; research and development in labour-intensive methods in forestry operations; and forest workers' training. It was also suggested that one of the needs of the Asian Labour Ministries was for training of labour economists. Indonesia would, therefore, welcome any support for the teaching of labour economics as a subject in the University of Jakarta on a regional basis.
Programme in Indonesia

Meetings

Mr. Tatang Mohmud, Director-General of Manpower Development and Utilisation
Mr. Oetojo Oesman, Director-General of Manpower Protection and Maintenance
Mr. Abdul Gani Samil, Chief, Bureau for Public Relations and International Co-operation, Department of Manpower, Transmigration and Co-operatives
Mr. Danang D. Joedonagoro, Director of Vocational and Higher Skill Development
Officers of the Directorate of Occupational Safety and Health, Directorate-General for Manpower Protection and Maintenance
Mr. Soeroto, Director of Manpower Development and Programming
Mr. Compo Soeyono, Chief, Bureau for Foreign Technical Co-operation, State Cabinet Secretariat
Directorate of Multilateral Economic Co-operation, Department of Foreign Affairs
Deputy Chief, Bureau for Manpower, Transmigration and Population, National Development and Planning Board
Mr. Goenardi Beksoprawiro, Director of Manpower Development and Extension
Mr. A. Andono, Chief, Bureau for Planning, Department of Manpower, Transmigration and Co-operatives
Mr. Sri Muwagio, Director of Social Security
Secretary-General of Manpower, Transmigration and Co-operatives
Officials of the Indonesian Employers Association
Officials of the All Indonesian Labour Federation
Messrs. Persson and Zacharia - UNDP officials
Director, ILO Area Office.
Programme

150. The visit of the team to Iran coincided with the National Labour Conference in which the Minister and senior officers of his Department were heavily involved. As a result of this, the team was not able to meet with senior Ministry officials, nor with employers' and workers' groups. The team examined capabilities and needs in Iran in the fields of occupational safety and health, management development, rehabilitation of physically handicapped persons, vocational training, rural skill formation and employment service organisation, and the profit-sharing and employee share-holding schemes.

General

151. H.E. Minister Moini, who met the team at the outset, strongly supported the concept of regional co-operation among Asian Labour Ministries and suggested that the ILO should play a key role in promoting such co-operation. He felt that countries should support the concept to the full extent of their capacity and said that Iran would enthusiastically receive such a programme. He stressed the need to establish suitable machinery or an instrument to further such co-operation, which he saw as a vehicle for promoting new ideas and programmes. It was pointed out that Iran's initiative and experiences in profit sharing by workers, and employee share-holding in enterprises, might have some value for other countries in the region. Institutional facilities which were seen to be suitable would also be available for use by other countries in the region under the proposed programme of co-operation.

Vocational training

152. Visits were made to the Vocational Training Centre at Karadj and to the National Inspector Training Institute (NITI) in Tajrish. The Centre at Karadj suffers an acute shortage of instructors and output of trainees was limited at the time of our visit. Hostel accommodation is available at the Centre; the language of instruction is Farsi. The facilities of the Centre could be made available to other countries when not fully needed nationally.

153. The National Instructor Training Institute in Tajrish aims to service the needs of various ministries. It was established four years ago but does not yet have a delivery programme. Part of its own new building complex will be available in late 1977 and completion is anticipated by 1980. A full range of modules of employable skills (MES) has been developed for use in teaching. In the meantime, candidates are being trained for a short time at the Karadj Centre before being sent to the ILO's training centre at Turin. A programme for training about 1,800 Iranian instructors was being finalised under a cost-sharing UNDP programme. It should be possible for the NITI, when fully developed, to offer a valuable service to other countries, particularly in the preparation and use of MES in vocational training, which at present is somewhat unco-ordinated in Iran.
154. There is an Industrial Training Board under the Ministry of Labour, administering an apprenticeship scheme and levying a tax of 2 per cent of employers' wages bills - employers obtain a rebate of this if they have an apprenticeship training facility; technical education is under the Ministry of Education and there is now one technical teacher training college in Teheran and two more are planned; there are also the vocational training centres. It appeared to the team that the links between these programmes need to be strengthened and that testing of skill levels under the apprenticeship programme and its closer supervision are needed.

Management training

155. The Industrial Management Institute of Iran is seen by the team as an excellent centre; its services include consultancy to both government agencies and enterprises and private firms, management training and research. The Institute is output oriented, in the sense that its services are geared to meet real needs, for which users are prepared to pay. Its management development programme is impressive. It was designed with the collaboration of US business schools and was conducted initially in the US, but was later modified according to experience and transferred to Teheran. About 40 managers are now trained annually in a 17-month course, conducted in the evenings. The Institute also runs several shorter courses in a variety of management areas. Instruction is mainly in English.

156. It is the team's impression that institutes of management in many Asian countries are "input oriented" in that they evaluate success in terms of number of courses and graduates, and not on the real value of the courses to clients' needs. The budget usually is provided by the Government and does not depend on earnings from clients. The role, activities and experience of the IMI in Teheran may be a useful guide for those management institutions in Asian countries which wish to orient their activities along the lines of the IMI in Teheran.

Occupational safety and health

157. A School of Occupational Health and Safety has recently been located at the Occupational Safety and Health Centre. The desire was expressed by the Director-General of the Centre to make it available for regional co-operation.

158. However, it appears to the team that the Centre needs to be further developed, and that some substantial work needs to be done to link up a programme of research and publicity with the work and needs of the factory inspectorate and to contribute to the development and revision of standards and laws on occupational safety and health, besides developing an effective training programme. Such an approach is being worked out and is to be implemented with further assistance from the ILO. In time, therefore, the Centre and the School could play a strong role in providing regional services.

Rural development

159. Because of the apparently limited concern for the rural sector among Ministries of Labour generally in the countries visited, even though the rural sectors are predominant in most of the Asian countries, the team was extremely interested in the non-farm training project in Iran which is assisted by the ILO.
160. Land reform in Iran was apparently followed by mechanisation and unemployment. Surveys indicated that there were possibilities for development in rural areas in both traditional and modern industries, e.g. carpets, in construction activities and in rural services, such as repairs and maintenance, transport and retail trade.

161. As a result of the initial work of the project, a Rural Non-Farm Activities Promotion Organisation was set up in 1970 and has since sought to promote development in the broader sense.

162. Experience and investigations showed that a broader spectrum of skills is needed in rural areas than is normally needed for urban trades, e.g. a person trained broadly in a group of trades - welding, blacksmithing and general fitting, or coppersmithing, tinsmithing and pipe-fitting. A credit supply, in the form of tools or materials, is being provided on completion of the training. Associated with skill training in the rural areas is a programme to develop industries there. Engineering, fibre and food processing, and service industries are being established, together with such basic requirements for rural construction activities as brick kilns, so that heavy transport costs could be avoided.

163. About 1,200 rural development centres ("sharaks"), which would be the growth points for rural industry and services, have been identified in Iran, with provision being made to develop amenities in these centres, such as schools, hospitals, etc. Concern over the urban/rural income gap in Iran has led to high priority being given to such programmes.

164. While some problems of management and co-ordination would appear to exist as a result of responsibility for rural development programmes being split between the Ministry of Co-operatives and Rural Affairs and the Ministry of Agriculture, the team nevertheless found the programme to be serving a widely felt need, and to be achieving some success. The Ministry of Labour has generally supported the programme. The team feels that more detailed information should be obtained and assessment made of this programme in due course in order to judge its relevance and application in other countries in Asia.

Employment service

165. There are now 50 employment exchanges in Iran compared with 10 in 1970. The service is said to have about 360,000 unemployed persons and 200,000 job vacancies registered with it. The team visited an employment exchange in Teheran, and although the range of services appear to be somewhat limited, imaginative ways of placement are being adopted. Because of the acute labour shortage in Iran, the impending establishment of an unemployment insurance programme to be administered by the employment service, and because of the need for the Government to have a strong manpower base for national development, the need is seen for a national employment service with a greater range of functions than exists at present. A restructured employment service could also assist considerably in providing labour market information, which is, at present, limited. Interest was expressed in obtaining documentation about the national employment service in Australia with a view to obtaining training and expert assistance from Australia in this area under a programme of regional co-operation.
Rehabilitation of the disabled

166. The National Iranian Society for Rehabilitation of the Disabled operates its main centre just outside Teheran. The Society comes under the Ministry of Health and Social Welfare, and its programme provides for medication, assessment, social adjustment, training, placement and sheltered employment. The team was impressed with the quality of staffing and training and with the clear perception of objectives in the rehabilitation function. Training was undertaken only for specific employment opportunities already identified, as a result of which placement rates were excellent and trainee motivation high. The Society meets once a year with senior people from the Ministries, e.g. Labour and Education, and with community leaders, e.g. Chamber of Commerce, and obtains assistance from the Ministry of Labour with trade testing and recognition of trainees. Its placement function, however, operates independently of the employment exchanges. The facilities and programme of the Society are available to other countries proposing to move ahead in the rehabilitation field.
Meetings

H.E. Mr. Amir-Ghassem Moini, Minister of Labour and Social Affairs
Officials of the Ministry of Labour and Social Affairs
Officials of the National Iranian Society for Rehabilitation of the Disabled
Officials of the employment service
Mr. A.H.M. Kary, Director-General, International Relations Department, Ministry of Labour and Social Affairs
Mr. Zolfaghar and Mr. P.K. Das, Rural Non-Farm Activities Development Project
Mr. V. Faulds, Chief Technical Adviser, Vocational Training Project
Mr. P. Drouet, ILO Representative

Visits

Occupational Safety and Health Centre
Vocational Training Centre, Karadj
National Instructor Training Institute, Tajrish
Industrial Management Institute
Labour and Social Security Institute
Japan

General

167. Japanese technical assistance to Asian countries has been largely in terms of economic aid, but there is a readiness to provide technical assistance in the labour field after the needs of the countries have been assessed. Positive attitudes were expressed by officials of the Ministry of Labour, employers' and workers' organisations towards the idea of regional co-operation.

168. It is believed that Japanese contribution to a fund to strengthen regional co-operation would be sympathetically considered by the Ministry of Labour. However, no commitments would be made to such a fund at least until specific proposals were available. Extensive facilities for regional co-operation exist in Japan but the team does not wish to underestimate the difficulty in availing of these facilities because of the language problem. Manpower planning, instructor training, population planning, computerised information services, vocational training, occupational safety and health, rural development, productivity and tripartism are some of the areas in which facilities exist. No specific needs in terms of regional co-operation were expressed in Japan, although it may well be that interest will be aroused by further knowledge of facilities in other countries of the region. Training programmes for non-nationals in Japan are co-ordinated by the Japan International Co-operation Agency (JICA). With the exception of a few training courses tailored to the needs of Asian participants and a few research activities, the language of instruction in these programmes is Japanese. JICA may well be able to organise specific programmes in the labour and related fields under a programme of regional co-operation. It was stated to the team that JICA had handled 20,000 trainees since its establishment, of whom about 35 per cent were from Asian countries. Some help may be needed from the ILO or from the Government of Japan in the translation of documents, if programmes are to be extended to labour and related fields for the benefit of other Asian countries.

Vocational training

169. Instructor training courses are now organised by JICA for trainees from the Middle East and other Asian countries. Instruction is in English and the courses last for ten months. A readiness was expressed to increase the number of places to meet the needs of interested Asian countries. Japan is also in a position to assist with the setting up of Vocational Training Institutes in developing countries and by organising seminars.

Population

170. The Institute of Population Problems in Japan, which is research-oriented, is believed to be doing excellent work in the family planning area. (The Director of the Institute, Dr. Kuroda, is a well-known personality in this field and is a member of the UN Population Council.) The Director believes that the Institute could provide facilities, for example, in organising seminars for short periods for senior supervisory personnel from Asian countries. The Japan Organisation for International Co-operation in Family Planning is also very active in this field. It organises 3-week programmes in Population Planning in which the supervisory personnel from other countries can be accommodated. Already assistance has been given by this Organisation to Singapore, the Philippines and Indonesia.
Labour market information

171. While the computerised labour market information service may be too sophisticated for the employment services of most countries in the region, its capacity was noted by the team to be an excellent one.

Occupational research

172. The National Institute of Vocational Research in Japan undertakes research on adjustment, aptitude and changing vocational patterns including societal and individual factors. Its staff includes psychologists, economists and management scientists. A willingness was expressed to exchange documentation with countries in Asia interested in the work of the Institute, to offer facilities for the study of its research methodologies and to co-operate with the ILO in developing research models and methodology with particular reference to developing countries. It should be noted that the Institute takes an active interest in the Asian Regional Association for Vocational and Educational Guidance (ARAVEG).

Occupational safety and health

173. In the field of occupational safety and health, the work of the National Institute for Industrial Health and the Research Institute of Industrial Safety was noted. Particular attention is currently being paid to the construction industry, and to the dangers to health involved in the use of certain chemicals. It is believed that the main value to the countries in the region of these facilities would lie in their suitability as places where one or two Fellows each year could participate in their research work.

Rural development

174. In the rural sector, Japan receives about 400 Fellows each year from overseas countries for training in agricultural extension, co-operatives and in other areas of agricultural development. Facilities for training, and for meeting the research needs of developing countries, are available in these areas. The Crop Insurance Programme in Japan could be of great interest to other developing countries.

Productivity

175. The Japan Productivity Centre organises training courses and exchange visits in the fields both of management development and productivity. Enthusiasm was expressed towards having the Centre's services contribute to regional co-operation.

Employers' and workers' organisations

176. The team had discussions with both employers' and workers' organisations in Japan. The idea of regional co-operation among Asian countries was endorsed by the employers' representatives met by the team (NIKKEIREN) and a willingness shown to accept visits from employers' representatives from other countries to study the working of employers' organisations in Japan. A similar expression of willingness
came from workers' representatives of SOHYO, DOMEI, SHINSAMBETSU and CHURITSUOREN. The larger of these organisations, namely SOHYO and DOMEI, would indeed be ready to support the trade union training and workers' education activities undertaken within the context of a regional co-operation programme. They stressed, however, that the role which the ICFTU is already playing in this regard, and is equipped to play should be taken careful note of in moving forward under a regional co-operation programme. Mention was also made of the support which some of these organisations are giving to the work of the ILO Association of Japan which will continue. The idea of an ILO-operated Central Information Clearing House was supported. It was also thought that consideration for creation of a Central Fund for regional co-operation would be a step in the right direction. It was the feeling of the representatives of CHURITSUOREN that the Japanese trade union movement could play a more dynamic role in terms of providing assistance to movements elsewhere if they could join hands not only in their current efforts but also in any contributions they could make under a regional co-operation programme.
ANNEX

Programme in Japan

Meetings

H.E. Mr. K. Doshc, Administrative Vice Minister of Labour
H.E. Mr. R. Iwasaki, Deputy Vice Minister for International Labour Affairs, Ministry of Labour
Mr. Nakahara, Director-General, Vocational Training
Mr. H. Mori, Director, International Labour Affairs
Dr. Toshio Kuruda, Ph.D., Director, Institute of Population Problems
Mr. H. Ibe, Director-General, Social Security
Dr. H. Kawabe, Chief, International Study, Population Information Division
Mr. K. Takeuchi, Actuarist, Pension Bureau
Mr. S. Kanoda, Director, International Division, Ministry of Health
Dr. S. Anzai, M.B., Ph.D., Director, Health Statistics
Mr. T. Katagiri, Director, Japanese Organisation for International Co-operation in Family Planning
Mr. T. Isikawa, Director, International Co-operation in Occupational Health
Mr. T. Kudo, Vice President, Institute of Vocational Training
Mr. M. Kundo, Director, Japanese Agency for International Co-operation
Mr. K. Hyami, Director, Market Centre Employment Services
Mr. H. Kanoko, Director, National Institute of Vocational Training
Mr. M. Yamaguchi, M.B., Director, National Institute of Industrial Health
Mr. M. Yasikawa, M.B., Chief, Department of Occupational Health
Mr. T. Fuji, Director, Research NIKKEREN
Mr. M. ICHIKAWA, President, SOHYO
Mr. M. Aihara, President, DOMEI
Director, International Co-operation Division, Ministry of Agriculture
Mr. K. Goshi, Japan Productivity Centre
Officials of the Japan International Co-operation Agency
Officials of the Japan Federation of Employers' Associations (NIKKEIREN)
Other Officials of the General Council of Trade Unions of Japan (SOHYO)
Other Officials of the Japanese Confederation of Labour (DOMEI)
Officials of the National Federation of Industrial Organisations (SHINSAMBETSU)
Officials of Independent Unions (CHURITSUOREN)
Visits

Institute of Vocational Training
Labour Market Information Centre
National Institute of Vocational Research
National Institute of Industrial Health
Japan Productivity Centre
Asian Productivity Centre
Institute of Population Problems
Japan Organisation for International Co-operation in Family Planning
Japan International Co-operation Agency
Republic of Korea

General

177. There are a number of programmes in labour and related fields in Korea which could be of value to other countries in the region if the problem of language could be overcome. Korea is interested in both sharing her facilities and profiting from the experience of other countries.

Vocational training

178. The Central Vocational Training Institute, which has been receiving ILO assistance for some years, offers good facilities for regional co-operation. It runs short-term courses (four weeks) for Grade I and II craftsmen, and long-term courses (two years) for training-vocational instructors. The instructor's course lays emphasis on methods, devices and procedures for effective teaching of vocational subjects. The facilities which have been developed for this purpose, as well as the organisation and administration of the Institute as a whole, could be models for study if, as stated earlier, the language problem could be overcome. (The team noted how serious this problem could be because the ILO expert himself had to train two participants from Bureau as the Korean instructors of the Institute were not proficient enough in English.

Rehabilitation of the physically handicapped

179. The Industrial Rehabilitation Centre, Seoul, has a good programme for disabled workers. It is also ILO assisted and has two broad divisions: (a) medical care (including the manufacture and supply of prosthesis, braces and other aids); and (b) vocational rehabilitation. This Centre has been established to provide rehabilitation services to industrial workers who are disabled because of industrial injury or occupational disease as part of the Workmen's Compensation Insurance Act. In Korea, all industries employing more than five workers are covered by the Act. The Accident Compensation Fund, administered by the Bureau of Labour Affairs, is funded by contributions paid by employers and employees. This Centre can serve as a model for similar ventures in other countries, especially in terms of its physical layout, its organisation and administration. It was noted by the team that the Centre has plans of expansion to serve the needs of the physically handicapped.

Training of trade union leaders

180. The Federation of Korean Trade Unions (FKTU) runs an institute for training trade union leaders. The institute conducts regular and special courses for would-be trade union leaders as well as for existing leaders. The institute has a good campus, and has dormitory facilities for the trainees. (The University of Korea, SOGANG University and the Institute of Labour and Management conduct training courses, more or less similar to those run by the institute under FKTU, to train trade union leaders. These are all certificate courses and are in the Korean language. There is a proposal to link the courses run by the University with those run by the FKTU so that they complement each other). The FKTU institute has the potential to serve needs beyond Korea in terms of training trade union leaders.
The FKTU supports the idea of strengthening co-operation further among the Asian countries generally and trade unions particularly and is willing to supply documents (in the Korean language) and to help in other ways towards this end.

**Productivity**

181. The Korea Productivity Centre (KPC) is an autonomous body engaged in the independent study of the Government's industrial and related policies and in providing research facilities to its members with regard particularly to labour-management relations and wages questions. It is also engaged in the production of visual aids for training purposes. As a member of the Asian Productivity Organisation, the Centre has been participating in the exchange visits which have been taking place under the auspices of the Organisation. It has offered to extend this facility under any regional co-operation arrangement which might come into existence as a result of the team's enquiries.
Programme in Korea

Meetings

Mr. Y.H. Kim, Director, Central Vocational Training Institute
Mr. Heung Tae Sohn, Director, Industrial Rehabilitation Centre
Mr. Shin Youn Ho, Office of Labour Affairs
Mr. Song Hong Yong, Office of Labour Affairs
Mr. Young Sung Park, General Secretary, Federation of Korean Trade Unions (FKTU)
Mr. Choon Seon Lee, Vice-President, FKTU
Mr. Ik Ok Cheo, Director, International Affairs, FKTU
Mr. Sung Joon Kim, Director of the Education Centre, FKTU
Mr. Whang Jung Hyua, Secretary-General of the Korean Employers' Association
Mr. Eun Bok Rhee, President, Korea Productivity Centre
Dr. Hyung Bae Kim, Director of Labour Education and Research Institute, Korea University
Mr. Basil H. Price, Chairman of the Board, Institute for Labour and Management, Sogang University
Mr. H. Maggs, Resident Representative, UNDP
Mr. Gopichand, Deputy Resident Representative, UNDP
Mr. David Amir, ILO Expert
Mr. Victor Travis, ILO Expert

Visits

Central Vocational Training Institute
Industrial Rehabilitation Centre
Korea Productivity Centre
Malaysia

The programme

182. The team held discussions with government and employers' representatives. Unfortunately, officials of the Malaysian Trade Union Congress were involved in other meetings, and the programme arranged earlier with them had to be abandoned. Discussions in Malaysia ranged mainly over the fields of industrial relations, social security, manpower programmes, occupational safety and health and vocational training.

General

183. Both Government and employers in Malaysia supported the concept of regional co-operation. They saw the need for a central fund and for machinery to administer programmes as well as to act as a clearing house for information.

Industrial relations

184. The team was particularly interested in the Code of Conduct drawn up in collaboration with the Malaysian Trade Union Congress and the Malaysian Council of Employers' Organisations. The Code asks management and unions to recognise the human relations aspects of industrial relations and stresses that only with goodwill, consultations and communication between all parties is it possible for industrial relations to develop. A standing committee, with the Labour Minister as Chairman, and with two representatives each from MTUC and MCOE, has been established to oversee the operation of the Code. The arrangements in Malaysia seemed to the team to be worthy of consideration by other countries wishing to improve worker/employer relations and to increase productivity.

Social security

185. The social security scheme in Malaysia covers industrial injury and invalidity pensions and extends to both urban and rural sectors, but farm and plantation workers have yet to be included. The scheme has been studied by officials from other countries, e.g. Indonesia, Thailand, and Hong Kong. The Social Security Organisation of Malaysia hosted in November 1975 an ILO/UNFPA Asian Regional Symposium of National Specialists on Population Aspects of Rural Social Security. The team believes the social security scheme in Malaysia to be well drawn up and worthy of study by other countries. In fact, Indonesia and Thailand have already done so.

Vocational training

186. It is believed also that other countries in Asia might be interested in the activities of the National Industrial Trade Training and Certification Board. Before the establishment of this Board, Malaysia had no system for measuring the competence of skilled workers. Since its inception in 1971, the Board, which includes representatives of employers and workers, has established national
standards in 22 trades at the basic, intermediate and advanced levels. In addition, the Board, which operates under the Ministry of Labour and Manpower, has assisted in the preparation of a national syllabus to support national trade standards. The activities of the National Industrial Trade Training and Certification Board (NITICB) have aroused interest in other developing countries. Malaysia has received visitors from Singapore, Papua New Guinea, Fiji, Sri Lanka, Indonesia to study the activities of the Board. Visitors from developing countries would particularly be interested to study:

(i) the working of the technical units of Ministry of Labour and Manpower;
(ii) the Malaysian system of setting up of trade standards;
(iii) the system of use of examiners from industry to set question papers and conduct trade tests; and
(iv) the manner in which these have acted as a determinant of training objectives and contents.

187. The Majlis Ananah Raayat Act, (MARA) has the objective of motivating, guiding training and assisting Malaysians and other "Bhumiputras" with the emphasis on the effective participation of rural population in industry and commerce. Courses of 24 months' duration have been established in MARA vocational institutes. The programme is seen by the team as having the potential of making members of the rural population more economically active. In this programme for training and orientation of the rural population there could well be a need for instructors with teaching skills more appropriate to the specialised groups being dealt with.

Management training and productivity

188. In the management training area, a visit was made to the National Institute of Public Administration of Malaysia, which, in association with the Research Institute of Management Science in the Netherlands, conducts specialised courses in agro-based industrial development. Because of the emphasis placed by so many countries on the need to raise the status of the rural population, the work done by the National Institute is believed to be worthy of further study with a view to profiting from its experience. The Institute caters also to the training needs of the public sector employees and offers a number of training courses including a modular training course on Personnel Management and Management Science, the former course being national need-oriented and the latter fairly generalised. The Management Science course is considered to be of interest and value to participants from the developing countries.

189. Another facility in Malaysia which would be of interest to other countries in the region is the National Productivity Centre, managed by a Board presided over by the special adviser to the Prime Minister, and with members from government, employer and worker sectors. The NPC conducts training courses mainly in the management area and offers consultancy and advisory services aimed at improving management and increasing productivity. A need was expressed in the productivity area for expert assistance in the fields of industrial engineering, hotel management, and management science. It might also be that the services of the already effective employers' organisation in Malaysia could be improved through observation of the contributions that an effective secretariat would make.
ANNEX

Programme of Malaysia

Meetings

Datuk Lee San Choon, Minister of Labour, and Manpower
Mr. Tuan Abdulla Majid, Deputy Minister
Mr. Encik S. Subramaniam, Parliamentary Secretary
Mr. Wong Siew Wai, Director General of Labour
Mr. Nok Mohd Amin N.A. Baltar, Director-General of Social Security Organisation
Mr. T. Ratnam, Deputy Director-General, Ministry of Labour and Manpower
Mr. Jamaluddin Husin, MARA
Mr. Elyas Omar, Director, National Institute of Public Administration (INTAN)
Mr. Chung Shin Che, Director, Rubber Producers' Organisation and Member of Malayan Agricultural Producers' Association
Mr. Mennon, Member of Malayan Employers' Consultative Association
Dr. Tarcisius Chin, General Manager of the Malaysian Institute of Management
Mr. Lim Cheng Tatt, Administrative Officer of the Asian Centre for Development Administration

Visits

Industrial Training Institute, Jalan Kuchai Lama, Kuala Lumpur
Employment Exchange, Jalan Ipoh, Kuala Lumpur
National Institute of Public Administration (INTAN)
National Productivity Centre
Malaysian Institute of Management
Asian Centre for Development Administration (ACDA)
The programme

190. The team had discussions with officials of the Ministry of Industry and Commerce, as well as with the Planning Commission and the Bureau of Statistics. A meeting was also held with the officials of the Federation of the Nepalese Chamber of Commerce and Industry, but no contact could be made on the workers' side.

General

191. The attitude in Nepal towards regional co-operation among Labour Ministries in Asia was a positive one. Given its land-locked condition and state of development, Nepal expects to benefit substantially from such co-operation.

The Department of Labour

192. The Department of Labour, under the Ministry of Industry and Commerce established in 1971, is administered by a Director and three section officers, and a handful of other staff, including a small field force in three zones. The Joint Secretary in the Ministry has a co-ordinating role in the Department. Apart from a general concern with minimum wages and an employment office in Kathmandu, the Department's functions have not yet been developed. A mission from the ILO and an ARPLA report in 1975 have made various organisational and programme proposals, together with technical assistance, for strengthening the Department. (ARTEP had also submitted a report on an employment promotion strategy for Nepal addressed mainly to the Planning Commission).

193. There is little doubt that the top priority need of the Department of Labour is to strengthen its staff and to orientate the senior staff to the main policy and operational functions in the labour/manpower fields. The various recommendations of ARTEP, ARPLA and ILO missions to Nepal cannot be effectively implemented if the strength and competence of its senior staff remains in its present state. This view is shared by officers of the Department, the Ministry, the ILO experts now in Nepal and the UNDP itself. For this purpose, a two-pronged programme may be useful:

(1) The Director and his three section officers (including the manpower planning section staff of the Planning Commission) might be sent on fellowships in rotation to good departments of labour and manpower in Asia - India, Malaysia and the Philippines, preferably where the labour market is not too sophisticated, but where the orientation and activities appear to be on a strong footing. They might also see the tourism-connected functions (particularly hotel and catering) in Singapore, Thailand and Indonesia (Bali), though this function in Nepal is attached to the Department of Tourism. The programme should be carefully prepared and should envisage their attachment to various sections of the relevant departments, as well as with the policy-centred functions in the ministry secretariats. The period of their fellowships may extend to about three months - probably a month in each country. At
this stage, there need not be too much of a specialisation in the attachments, though the section officers may see a little more of their particular areas of responsibility.

(ii) Following the above, it would be useful if a general adviser to the Department, from an appropriate Asian country, is posted for a period of about two years. The adviser should have all-round experience and be able to work in fairly detailed contact with the Director and the section officers in the reorganisation and strengthening of the Department, including assisting in negotiating budget support from the Ministry of Finance, through the Ministry of Industry and Commerce. He should assist the Department in developing its co-ordinating links with other ministries, including the Department of Education, the Planning Commission, the Department of Cottage Industries, the Department of Tourism and the Industrial Services Centre (which also has responsibility for management development). The adviser should also guide the Department in developing its operational activities in labour enforcement, labour market studies, training activities, mobilisation of labour for various programmes, etc.

194. In the short term, it is understood that the public and rural sectors have priority in national planning in Nepal. The contribution which a strengthened Department of Labour could make to these areas was believed to be substantial, particularly in the field of vocational training, from which could flow an increased understanding of the broad field of manpower. The Secretary of the Ministry of Industry and Commerce stated to the team that it is the intention of the Government to strengthen the Department of Labour.

Management training

195. The Industrial Services Centre, now with a UNDP/UNIDO Project Manager designate, is interested in developing its capabilities in management development and in applying "appropriate technology" in its function of advising industries in Nepal. It has good professional staff - engineers, economists and financing specialists - who have experience, some with over ten years in their fields. A programme of attachment of selected officers to suitable agencies in Asian countries for a period of 2 to 3 months would be useful. In the field of "appropriate technology", selected officers may be similarly attached to the "appropriate technology cell" in India and other such agencies, depending on capabilities in the field elsewhere.

196. Such programmes should be prepared in consultation with the Centre with fairly substantial lead time, as the staff are now hard-pressed in their jobs, and "manning schedules" of the various projects in which they might be involved have to be adjusted accordingly.
Cottage industries

197. The Department of Cottage Industries has a corps of highly competent staff in this field, and an opportunity to enable them to see non-farm training programmes in Iran, the Philippines and elsewhere may have a substantial pay-off. The Department now appears to be a key agency in promoting fuller rural employment through the promotion of cottage industries. It could, over a period of time, play a strong complementary role to a strengthened Department of Labour, as well as link up very fruitfully with the Department of Tourism in highly productive service trades in the sales of cottage industry articles, as well as in "showing" tourists some of these lesser known crafts which are fairly dynamic in Nepal.

Hotel and catering

198. The present UNDP/ILO project in hotel and catering is likely to receive substantial support from the Department of Tourism. The project currently appears to be in some difficulties, but a second phase in the "Tourism Master Plan" development assigns it a key role. A more well-thought-out programme of training and apprenticeships seems necessary. The experience of Singapore, Thailand, Indonesia (Bali) and other countries may be useful in this regard.

Vocational training

199. The subject of vocational training is regarded as important in Nepal, particularly in view of the present heavy dependence on foreign skilled labour. There could be better co-ordination in the training programmes to meet the needs of industry or local skill development, particularly in the fields of mechanics and the jute industry. Government policy is to employ a high proportion of Nepalese, but in the jute industry 90 per cent are foreigners. A suggestion was made that a training programme for weavers be established using scrap machines, importing trainers from India and financing the programme through equal contributions from employers, the Government and the UNDP/ILO. The employers also suggested that "traditional" employers in Nepal should make a greater contribution to vocational training, and proposed that any development and co-ordination of training should embrace an apprenticeship system.

200. A number of agencies in Nepal are involved in the vocational training function, viz. the Department of Tourism, the Department of Cottage Industries, the Institute of Engineering, the Ministry of Education. The proposed strengthening of the Department of Labour in the vocational training area would be a means of raising its status and competence. The Institute of Engineering could assist in manning the function in a phased operation, while the Department of Labour develops its own competence in this area.

201. Further assistance would be needed by Nepal to develop vocational training programmes and institutions, including equipment, instructors and fellowships.
ANNEX

Programme in Nepal

Meetings

Mr. D.R. Upadhya, Secretary, Mr. G.L. Raj Bhandari, Joint Secretary and Mr. H.S. Lohani, Under-Secretary, Ministry of Industry and Commerce

Messrs. Pradhan and Tamarakar, Department of Labour and Employment

Mr. Jeebanal Satyal, General Manager, Patan Industrial Estate

Mr. James Carr, ILO Chief Technical Adviser attached to the Institute of Engineering

Mr. Damodar Prasad Gautam, Director-General, Department of Cottage Industries

Mr. M.M. Amatya, Joint Secretary, Planning Commission

Mr. T.B. Prasai, Director-General, Department of Tourism

Mr. Pearson, Project Manager, UNDP/UNIDO Industrial Services Centre

Mr. Karmacharya, Bureau of Statistics

Mr. H.P. Giri, Mr. J.B. Shrestha, and Mr. R.B. Chipalu, Federation of Nepalese Chamber of Commerce and Industry

Mr. B. Ghosh, Director, ILO Area Office, New Delhi (concerning matters discussed in Nepal)

Mr. Lakhey, UNDP

Visits

Patan Industrial Estate

Cottage Industry Training Centre, Kathmandu

Lubhu Village (Handloom industries)

Institute of Engineering, Kathmandu

Vocational Teacher Training School, Sano Thimi
New Zealand

The programme

202. The programme provided for the team to have broad discussions about manpower planning and research, social security, trade certification, skill promotion, training of factory inspectors, training in labour administration, counselling and placement services, development of the training function in industry, and industrial relations. In this connection, the team met with key officials of the Department of Labour as well as with representatives of the New Zealand Federation of Labour and of the New Zealand Employers' Federation.

General

203. At each of the government, employers' and workers' organisation levels, there is a deep interest in the concept of technical co-operation. On the government side, it was pointed out that the bulk of New Zealand aid is on a bilateral basis, involving training of nationals from other countries, the provision of equipment and experts, and the provision of relief in cases of national disasters. The team was impressed by the capacity in New Zealand for aid to other countries in the region in several specialised areas. There is support for the formulation of a programme of regional technical co-operation on a long-term basis, but no firm views were held, at the time of the discussions, on whether the programme should be administered by the ILO or by the Asian Ministers for Labour.

Manpower Research and Planning

204. The Statistics Section of the Research and Planning Division of the Department of Labour conducts three major national surveys: a comprehensive half-yearly establishment survey in which statistics of employment, hours, earnings and labour turnover are collected; an equally comprehensive survey of employment vacancies by occupation; and an annual sample survey of ruling rates of wages paid to adult males in the construction and engineering industries. From the Half-Yearly Employment Information Survey, the Statistics Section also prepares estimates of the total labour force by sex and industry division, total salary and wage earners and salaries and wages paid. In addition the section processes a wide range of internally generated departmental statistics covering the work of the Employment Division (e.g. registered unemployed - which constitute New Zealand's official unemployment series, vacancies notified to the Department, placements made, persons engaged on special work etc.), the Apprenticeship Division (e.g. new and existing contracts, lapses etc.), the Industrial Welfare Division (e.g. factory inspections, breaches etc.), the Immigration Division (e.g. applications for entry, assisted passage migrants etc.), the Construction Safety Division and the Weights and Measures Division.

205. Wide-ranging research into employment matters is also conducted by the Research and Planning Division. Activities include research into: absenteeism, accidents, industrial disputes and labour turnover; flexible working hours and worker participation schemes; employment problems of disadvantaged groups in the labour force; economic cycles, their impact on the labour market and policies for the stabilisation of employment, incomes and prices; and longer-term manpower planning and forecasting by industry, occupation and region.
206. Labour Ministries which are interested in strengthening their manpower planning and research activities can derive considerable advantage by having their research personnel attached to the Research and Planning Division of the Department of Labour for the required period of time.

**Employment promotion**

207. Inspite of a relatively full employment situation over a long period of time some schemes do exist in New Zealand to overcome seasonal and cyclical employment problems and to meet employment needs of the disadvantaged. These are:

(a) **Special Work in Government Department for the Registered Unemployed:**

208. This scheme is used to alleviate seasonal and cyclical unemployment. Persons employed under the scheme are allocated to a specific Government department and their wages and conditions of employment become the responsibility of that Department. Wages and certain overhead costs are later recovered from the Department of Labour.

(b) **Local Authorities Subsidy Scheme:**

209. This scheme involves execution of Government approved labour intensive projects by the local authorities. The Government contributes a seventy-five per cent subsidy towards the wage cost of the project.

(c) **Subsidised Employment with Private Employers:**

210. This scheme has been used to provide training and employment for a small number of disabled persons. The worker is found employment with a specially selected employer who, in consideration of receiving a wage subsidy on a reducing basis for a specified period (two or three years), undertakes to train the worker to the stage where he can perform full-time normal work in competition with his fellows.

(d) **Job Opportunities Scheme for Handicapped or Disabled Persons in Local Bodies and Voluntary Organisation:**

211. This scheme is a form of subsidised full-time employment for semi-employable persons who because of physical limitations and disabilities, combined with a lack of suitable employment opportunities, would otherwise be on unemployment benefit.

212. Short term attachments with the Department of Labour should prove very useful for officials of countries which may be interested in these schemes.

**Social security**

213. As in Australia, social security costs in New Zealand are met from general taxation, and benefits cover such matters as unemployment and sickness, old-age pensions and a variety of other contingencies. While not always appropriate for the economic conditions in some Asian countries, the scheme in New Zealand, which is compactly administered, could nevertheless be studied with profit.
Vocational training

214. Trade certification is administered by the New Zealand Trade Certificate Board, the functions of which, among other things, are to set standards and establish examinations on a national basis, and to provide certification for apprentices and tradesmen on their particular trade skill.

215. Responsibility for skill development in New Zealand rests with the employers, under government control. The orderly development of vocational skills is the responsibility of the Vocational Training Council under which the Industry Training Boards operate. These Boards cater to the training needs of the industries which they serve. The Council and the Boards do not offer courses, but they have some influence on the theoretical training that is provided in technical education institutions. The vocational training councils also have responsibility for training in the fields of management, commercial and clerical occupations, and for the training of instructors and supervisors.

216. The Industrial Training Service of the Department of Labour in New Zealand was established in 1971 as part of a co-ordinated training policy. It assists employers with the formulation and development of training policies, the design of training schemes, advice on training methods, and dissemination of information on the availability of training courses.

217. The team feels that the system adopted by New Zealand in connection with vocational training and the training advisory service would be of interest to other countries in the Asian region.

Factory inspection

218. The training of factory inspectors extends over a period of two years, during which they attend intensive courses and participate in field work. The New Zealand authorities may be prepared to train factory inspectors from other Asian countries, but mentioned that such training might be more appropriate for inspectors who already have some experience and for whom shorter courses might be sufficient.

Labour administration

219. Facilities were also offered to nationals of other countries for training in labour administration. It was suggested that study tours involving about six people and lasting for six weeks might be appropriate. The Government of New Zealand would be prepared to consider funding such a programme.

Employment services

220. In the employment service field, special techniques have been developed in the vocational counselling and job placement areas. Special attention is paid to disadvantaged groups. The counselling and placement services draw upon labour market information gathered by the employment service.
Industrial relations

221. The major need expressed in New Zealand was in relation to the Industrial Relations Centre, attached to the University of Victoria at Wellington. The Centre offers certificate and diploma courses in industrial relations, covering both theoretical and practical aspects. They are oriented to the needs of practitioners in the industrial relations field and to those engaged in teaching. There is a current shortage of teaching staff and New Zealand would welcome assistance in the supply of appropriate lecturers under the proposed programme of technical co-operation.
Programme in New Zealand

Meetings

H.E. Mr. J.B. Gordon, Minister of Labour
Mr. G.L. Jackson, Secretary, Department of Labour
Mr. F.D.R. Roe, Deputy Secretary, Department of Labour
Messrs. Green, Fouhy and Tuck, Assistant Secretaries, Department of Labour
Mr. P.D. Jones, Director, Research and Planning Division, Department of Labour
Messrs. Gibb and Taylor, Industrial Relations Centre
Messrs. Whatmall and Gray, Industrial Commission
Mr. R.C. Stuart, Vocational Training Council
Messrs. Campbell and Lardwell, Accident Compensation Commission
Mr. R. Thornton, Commissioner of Apprenticeship
Mr. I. Tulloch, Industrial Training Service
Mr. A. Ruffal, Chief Inspector of Factories
Mr. Jamieson, Director of Employment Service
Messrs. Oram and Te Punga, Department of Social Welfare
Mrs. C.D. Fuller, Research and Training Division, Department of Labour
Messrs. Sutcliffe and Luxford, Employers' Federation
Sir Thomas Skinner and Mr. Knox, Federation of Labour
Mr. Hanley, Technical Training Division, Department of Education

Visits

Industrial Court
Industrial Relations Centre, Wellington
Pakistan

The programme

222. A full programme had been prepared for the team in Pakistan, emphasising visits and discussions in the provinces, as labour is a concurrent subject under the Constitution. The Central Ministry formulates policy and draws up legislation and standards, in consultation with the provinces which have full responsibility for organising and delivering the various programmes. Employers' and Workers' Organisations are also consulted in this connection.

Industrial relations

223. Industrial relations in Pakistan has a number of features which make it interesting for observation by other countries of the region. However, as many of the changes were introduced only in 1973 and revised somewhat in 1974 and 1975, the industrial relations scene is in a state of transition, which makes understanding rather difficult without deeper study and appreciation of the background.

(a) Features of the system

224. The Industrial Relations Ordinance, as amended from time to time, provides for collective bargaining by such trade unions as are certified by the Provincial Registrars of Trade Unions (by the NIRC in the case of national unions) as collective bargaining agents. Bargaining can take place on all matters except those of rights guaranteed under any law, settlement or award. This is a drastic change from the previous position in which matters such as reinstatement of workers, education of workers and their children and other "welfare" measures and bonuses were not considered to be negotiable.

225. Collective bargaining agents could raise matters for collective bargaining, have disputes referred for voluntary arbitration (if employers agree) and refer matters to the labour courts and to the NIRC. There is also a conciliation service in the Ministry of Labour. In "essential services" strikes and lockouts could be prohibited before or after commencement and disputes referred to the Labour Court for compulsory adjudication.

(b) Statutory benefits

226. A number of statutory benefits to be provided by employers have been prescribed under various laws and these laws themselves extend in their coverage to commercial and industrial establishments, as well as miners, contract and transport workers.

(c) Worker participation in management

227. The 1973 Reforms have provided for workers to participate in the management of their enterprise, with 50 per cent of the management committee being
comprised of workers' representatives. The committee is empowered to discuss all matters except commercial and financial transactions. In certain matters the management cannot take a decision without the advice in writing of the workers' representatives. Such advice may be overruled by the top management man in the undertaking but the union may then raise the matter as a dispute under the Industrial Relations Ordinance. In addition, joint management boards have also to be set up with 30 per cent representation of workers. Employers' representation on these boards must be from senior executives and directors. These boards have separate functions dealing mainly with policy matters.

(d) Trade unionism

228. Trade unionism in Pakistan is not new but it was only recently that protective laws for trade unionists to function more effectively have been enacted. Unionism is mainly at plant level, except in the few cases where the same employer operates nation-wide; e.g. WAPDA, PIA, Postal and Electricity Authorities. As many as 8,000 unions now exist, many of them with very small membership at plant level. There are a number of "federations" of trade unions claiming representation at the national level, but none of them has at present the status of a national trade union centre. As a result workers have not as yet been able to sit together to formulate a common approach to labour problems. Worker representation in tripartite conferences has therefore been ineffectual, particularly as unions individually have little resources to undertake sound research and organisational activities.

229. The NIRC has been given the task of consolidating the trade union movement through the device of certifying collective bargaining agents (CBA) - the immediate objectives are to promote industrial progress - with unions and federations at the national level. No union is certified as CBA unless it can be shown through a referendum to have at least 30 per cent of the workers concerned as members.

(e) Tripartism

230. Tripartism is strongly believed in by all parties in Pakistan, and is a fully accepted concept at both national and provincial levels. Periodic tripartite labour conferences are convened at the national level and also at the provincial level. The objective is to provide a forum for workers and employers to raise problems and issues as they see them, to obtain ideas and agreement for new or amended policy initiatives, and to forge national level trade union and employer activities and links. Tripartism in Pakistan is very much the reflection of the "transition" that the country itself is going through. However, it seems to the team that if kept to a much smaller number of participants and to a tighter agenda in which some items are for general discussion and some specific, and if a more positive role is played by the government participants in them (at least in committees), these conferences could have tremendous impact on rationalising many of the problems in industrial relations, productivity and many other aspects in which organised labour and employers could play a useful role. Much could also be learned from Pakistan's experience in this regard at a later stage by countries in the region.
231. Employer organisations in the various provinces, and the National Employers' Federation, appear to be desirous of making positive moves in training and attitude development, as well as undertaking research and advisory services for their constituents. But their resources remain limited and, to an extent, they are handicapped by a lack of understanding of the new realities in labour-management relations and consequent inaction. More intensive observation of, and discussions with, Asian employers and their organisations, within a regional framework, may have significant value.

232. It is against the background of this information that the team wishes to record its views on the possibilities for regional co-operation which the industrial relations system offers:

(i) The new dimensions which have been added to the industrial relations system in Pakistan, particularly those pertaining to workers' participation in management have not yet had time to stabilise and this may take time. In order to quicken the pace of stabilisation, the following is suggested.

(ii) A tripartite mission could be sent to countries with good labour-management relations practices to see industrial relations procedures, trade union registration and administration, the functioning of national trade union centres, the operation of tripartite consultations, etc. with a view to improving practices and developing attitudes of parties concerned in Pakistan.

(iii) Experienced Asian personnel might be invited to Pakistan to undertake an evaluation of the experience, problems and possible further directions in worker participation in management in Pakistan.

(iv) Visits might be arranged for senior conciliation personnel of the Ministry of Labour to other selected Asian countries to enrich and strengthen the conciliation service of the Ministry.

Productivity

233. The question arose at several of the team's discussions in Pakistan of productivity and developing attitudes and measures which would contribute to productivity improvement. While interest appeared to be mainly in the measurement of productivity, there is also an appreciation that this may be difficult, and indeed that this might not be so important as initiating action to improve it. There is interest in the idea of a tripartite mission from Pakistan visiting selected countries. The idea of a mission under regional co-operation is strongly supported by the team. Pakistan has developed tripartism, with tripartite conferences, and these conferences could well be a strong platform from which to launch programmes aimed at productivity improvement. In addition, the country has introduced programmes in the social security field (including worker participation in management and profits), and in the area of workers' education, where development of understanding of increased productivity would be an advantage. The Board of Industrial Management, which operates the Institute of Management at Karachi and manages most state enterprises, would also be interested.
234. Two other organisations could perhaps make a contribution to productivity improvement. These are the recently established Pakistan Manpower Institute (PMI) and the Pakistan Institute of Development Economics (PIDE). The PMI appears to need assistance and direction for some time yet before it can make a real contribution to understanding and overcoming the nation's challenges in the manpower field. PIDE has more experience, but was said to have a staff shortage presently. It could well be that PMI and PIDE could also make a contribution to any national programme in the productivity field.

235. Australia was mentioned as a source of co-operation in the field of productivity improvement. It was hoped that the tripartite mission from Pakistan would be assisted to visit Australia under the programme of regional co-operation, failing which, under the Colombo Plan. The objective would be to learn of the various methods employed in improving productivity in enterprises, and would not be confined to measurement of productivity.

Social security

236. An ILO mission reported in 1952/53, and an ordinance was passed in 1962; but the new Constitution made labour a "concurrent" subject, and the introduction was deferred until the new legislation of 1965. The social security scheme now provides medical care, cash sickness benefits, maternity benefits, employment injury and death benefits. It began with the textile industry, and now covers most industrial and commercial establishments in the country employing ten or more workers, although the law does not prevent coverage of smaller establishments. The scheme is financed by a two-thirds contribution from employers and a one-third contribution from workers, but from 1972 the workers' share of contribution was taken over by the employers. Administration rests with the three provinces (not operating in Baluchistan), and some financial problems were being encountered. Concern was being expressed about administrative efficiency, and consideration was being given to administering the scheme nationally.

237. An old-age pension scheme has been introduced and an actuary, obtained under ILO auspices, is examining the scheme.

238. Interest was expressed in gaining from the experience of other countries with established social security systems, by means of official and tripartite missions. This seems to the team to be a priority need.

Workers' education

239. Workers' education is the responsibility of the Ministry of Labour and of the labour welfare wings of the provincial departments of labour. The Federal government has recently begun to organise such education through NILAT in Karachi, while there is an Industrial Relations Institute in Punjab. The other three provinces have no arrangements of their own. The ICFTU has assisted some of the federations to organise some courses. More staff has recently been allocated to NILAT but has not yet been installed. In the Punjab, in addition to IRI, Government has established four workers' educational and recreational centres at each of the regional headquarters. These centres organise week-end courses within the factory premises to educate the workers in matters of their rights and obligations under labour laws, working of trade unions, methods of collective bargaining and the
effect of production on wages and welfare measures for the labour. The Centres provide free counselling services for the trade unions in respect to their problems under the law. These centres are of recent origin and are as yet at the experimental stage. Their immediate requirements are preparation of text books in the national language and local dialects, and their publication for which a small printing press is urgently needed. Then, it is necessary that each centre should be provided with mobile vans, both for the IRI and the workers' education centres, and the visual aids, to make these programmes more effective.

240. Workers' education is seen by all as being of the greatest priority in view of the labour reforms, particularly those relating to workers' participation in management. The Government and the trade unions are one in desiring to strengthen labour capability in this regard. It is also hoped that through such education, the value of national trade union centres and industry-wide unions could be inculcated, as well as consciousness of the national environment, objectives and problems.

241. The facilities, staff and financial resources available at present seem inadequate. Trade unions claim that they do not have the resources to undertake these activities. Both Government and trade unions emphasised the need to train trade union leaders and trade union trainers so as to have a multiplier effect. However, attention also needs to be given to local-level leadership of trade unions as most trade union workers are at present located at plant, rather than national or even provincial, level.

242. Besides greater government and international funding and assignment of staff for workers' education, there is tremendous potential for the sharing of experience among governments and trade unions in Asia in this field. Institutions such as ALEC in the Philippines and less formal training programmes in other countries could be used to train some of the Pakistani trade union leaders, while intensive study tours by the more prominent of the leaders might also be of help in developing proper perspectives.

243. Both for workers' education, as well as for creating the correct atmosphere in industrial relations, productivity improvement and the like, it might be greatly beneficial if a tripartite workshop on these matters were to be conducted in Pakistan itself - key people in the region connected with policy and programmes could be invited to speak and discuss problem areas at the workshop. Regional co-operation would be a suitable vehicle for this effort.

**Manpower services**

244. Employment promotion has high priority in Pakistan, emphasising income growth in urban areas and fuller labour utilisation in the rural areas. Greater absorption of women in the labour force also is emphasised, as female labour force participation is only 10 to 15 per cent.

245. The Ministry of Labour has a Manpower Division which has a co-ordinating responsibility vis-a-vis manpower wings in the provincial departments of labour - the operational programmes in manpower are really carried by the provinces, except in the case of the Emigration Department.
246. The Division hopes to build up its capability in manpower planning (mainly through the Manpower Institute) and in employment information and promotion. ILO/UNDP assistance has been received (two experts) and a third expert on rural employment is in position now. Further needs could perhaps be met through regional co-operation.

Vocational training

247. There are five technical training institutes (TTI) under the Ministry of Labour, with three more planned. The Ministry of Education has some eighteen vocational institutes. There is also a legal requirement for scheduled employers to recruit apprentices on a specified ratio. The period of apprenticeship is 2 years, with some sandwich training and theoretical instruction in the establishment itself or in vocational training institutes. Provincial governments have responsibility for the supervision of recruitment and training of apprentices as prescribed, but there is no over-all scheme for the skill testing of apprentices. A trade testing and certification panel for each province is proposed.

248. The apprenticeship programme requires co-ordination and in some cases better facilities and more instructors. A problem faced by the programme is the exceptionally large drain of skilled and trained manpower to the Middle East for all types of occupations. Employers report serious shortages of skilled labour.

249. A programme to train women in secretarial skills, particularly for the public sector has been launched to facilitate mobilisation of female labour.

250. The Department of Emigration supervises the migration of Pakistani labour overseas. There are about 600,000 Pakistani workers abroad, of whom about 150,000 are in the United Kingdom and the remainder mainly in the Middle East. A crash programme for skill development is to be started shortly by the Emigration Department, with 30 selected TTI and vocational institutes being used to train about 100,000 workers over 5 years. Short courses, based on modules of employable skills (MES) and lasting for 6 to 9 months, are to be launched - they will be funded by the Federal Government. The training is designed essentially for migrant workers on a narrower range of skills, with the hope of meeting some national requirements as well. It is also hoped that this may help to conserve the output of other training programmes for national needs, as the newly trained workers, with skills specifically suitable for Middle East needs, may be preferred for overseas recruitment.

Employment services

251. Started in the 1940s and with some 20 offices at present, the task of this service is registration and referral - registration and notification of vacancies by employers is voluntary. The Emigration Department only does some recruitment for employment in government agencies overseas.

252. Much could be done with employment office data in planning and formulation of training programmes. The Punjab Provincial Department is planning to initiate a vocational guidance section for young registrants and also to use the service into schools.
Pakistan Manpower Institute, Islamabad

253. The PMI was established in February 1975 and inaugurated in April 1976. The Director and some staff are already in position, but the Institute is not yet operational.

254. The Institute is planned on an extensive scale with fairly generous facilities - 24 lecture rooms, an auditorium and a hostel. It is also designed to act as an independent manpower research and training centre, and to assist in the training of operating agency personnel in manpower.

255. The PMI proposes to start six or seven research studies covering education and employment of rural/educated manpower, employment of women, mobility of youth labour, wages and salaries distribution, and use of manpower, patterns of migration, etc. It will also start courses for the training and orientation of manpower staff in the Manpower Division and in the Ministries dealing with Development, as well as, at a later stage, for the private sector and public corporations.

256. The staff for research and training are expected to be drawn from the Institute's own core, as well as from the Government, universities and other research institutions. Some expert help is also anticipated from overseas. The Institute is managed by a Board of Governors, with the Labour Secretary as Chairman and representatives from Ministries, workers, employers, the provincial labour secretaries and some professionals.

257. The objective is to build the Institute into a focal point in the nation and eventually in the Asian and Middle East region for research and training in manpower.

258. The Institute could serve as a regional facility in this field in due course. For this to happen, the Institute needs short-term consultants in relevant fields, as well as audio-visual equipment and materials for its training activities. Assistance and materials for its training activities. Assistance in the preparation of programmes in research and training would also be valuable.

259. Taking the manpower services as described above as a whole, there is good scope for regional co-operation in the development of training and employment services in the provinces and in the Emigration Department. The development of MES elsewhere in Asia and the training of instructors and training administrators could also be helped by regional co-operation. In this regard, particular attention needs to be focused on the integrated development of the employment service and training facilities and the feedback of employment market information through the employment service, where senior personnel with responsibility for the manpower wing in the provinces and from the Manpower Division might be sent on fellowships to other Asian countries. Assistance is also needed in the development of vocational guidance activities.

Management development

260. Professional industrial management tradition in Pakistan is relatively new and until recently enterprises were family managed under a protected domestic market. With recessionary conditions, a more limited market now, the changes
recently introduced in the labour-management scene and the emigration of competent management personnel have all combined to make the situation more difficult. As a result, management efficiency as well as a forward look toward problem solving in labour and other fronts appear to have suffered. There are of course exceptions.

261. The only professional management training institution in Pakistan is the Pakistan Institute of Management at Karachi, under the Board of Industrial Management. The team was given to understand in discussions with employers and officials that, while some of the professional courses offered are good, coverage of the labour management field is particularly weak. There is no doubt that management training and development assume critical importance in over-all growth of the economy and in ensuring a reasonable level of well-being of workers dependent on the industries and of the consumer population at large. The evolving new environment of industrial relations particularly requires attention at high levels of management to the new realities and challenges. A greater concentration on professional techniques of management, with emphasis also on labour-management relations, and the sharing of facilities in other Asian countries, would also be of value.

Labour statistics

262. This is a relatively weak area in Pakistan now. A report by an ARPLA expert already highlights the problems and possibilities for improvement. There is great scope for the training and exposure of the appropriate personnel within the framework of regional co-operation.

Occupational health and safety

263. There is little activity in this area at present, though there is some concern about occupational health and safety in the mines and in industry. Trade unions also noted the lack of attention to this. Mine safety activities are planned in Punjab Province, together with a rescue station. Some ILO support is expected, but inspectors and trainers in occupational safety and health could benefit greatly from training and exposure to the experience of other countries under regional co-operation. A need was expressed for advice and assistance in safety education and in the testing equipment.
ANNEX

Programme in Pakistan

Meetings

Islamabad:  H.E. the Federal Minister of Labour, Health, Manpower and Population Planning
Mr. Nasrarn Minallah, Additional Secretary, Ministry of Labour
Mr. I. Khalil, Joint Secretary, Economic Affairs Division
Mr. Ayaz Ali Shah, Deputy Secretary, Economic Affairs Division
Mr. Mirza, Joint Secretary, Ministry of Labour
Mr. Ashraf Ali, Joint Secretary, Ministry of Labour
Mr. Nawab Rasool Shaikh, Deputy Secretary, Ministry of Labour
Mr. Mahmood Akhtar, Central Labour Adviser
Mr. I.A. Najmi, Officer on special duty, Social Security
Mr. A.R. Siddiqui, Chief, Manpower Division, Ministry of Labour
Mr. Haider Zaman, Adviser (Personnel and Training), Board of Industrial Management
Dr. Samdani, Environment Division, Ministry of Urban Affairs
Mr. Justice Kaiser Khan, Chairman, National Industrial Relations Commission (NIRC)
Mr. Mamoon Kazi, Member, NIRC
Mr. Rais Jaffrey, Registrar, NIRC
Mr. Everts, UNDP Resident Representative
Mr. I.A. Ibrahim, Director, ILO Area Office

Lahore:  Mr. Haji Akram, Secretary, Labour Department, Punjab
Mr. Farid ud Din Ahmad, Director, Manpower Wing, Labour Department, Punjab
Mr. Kazi Masud Afzal Khan, Additional Director of Labour
Sardar Hidayatullah Mokal, Zonal Director of Labour
Ch. Mashkoor Khan, Director, Industrial Relations Institute
Mr. Bakhtiar, Mr. Khurshid Ahmad and other officials of the All Pakistan Federation of Trade Unions
The President of the Lahore Chamber of Commerce
Karachi: Mr. Kanwar Idrees, Secretary, Labour Department, Sind
Mr. Ghouri, Joint Director, Labour Welfare, Sind
Mr. Ather, Additional Director, Labour Welfare
Mr. M. Saeed, Director, Sind Employees' Social Security Institution
Ch. Abdul Majeed Aulakh, Principal, NILAT
Col. N.A. Ansari, President, Employers' Federation of Pakistan
Mr. Khwaja Ahmed, Employers' Federation of Pakistan
Mr. Sharif, President, Mr. M. Rashid, General Secretary, and other Council Members of the Pakistan National Federation of Trade Unions

Peshawar: Mr. Burki, Secretary, Labour Department, NWFP
Mr. Hameedullah Durrani, Director of Labour
Mr. Raza Khan, Assistant Director
Mr. Baloch Khan, Deputy Director
Mr. Rahmatullah Durrani, President, Mr. Shaida Ahmed Qureshi, Secretary (Intelligence Division), and other officials of the All Pakistan Federation of Labour

The President, Vice-President, Secretary and other officials of the Chamber of Commerce, Peshawar

Visits

Pakistan Institute of Development Economics, Islamabad
Pakistan Manpower Institute, Islamabad
Industrial Relations Institute, Lahore
Pakistan Institute of Management, Karachi

Note: The team was accompanied on all visits and discussions by Mr. Mahmood Akhtar, Central Labour Adviser, as well as in some cases by Mr. I.A. Ibrahim, Director, ILO Area Office in Islamabad.
Papua New Guinea

Programme

264. The team met officials from the Department of Labour and Industry, as well as representatives of employers and workers.

General

265. Most of the external assistance to Papua New Guinea is provided by Australia. Bilateral aid programmes other than with Australia have come into existence only since self-Government. New Zealand has a substantial and growing programme of aid, while the United Kingdom started a programme in 1974-75. A number of other countries including the United States, Japan and Germany have expressed interest in providing assistance. Multilateral technical assistance comes from UNDP and the Commonwealth Fund for Technical Co-operation (CFTC).

266. All foreign aid, including technical assistance, is co-ordinated by the Aid Co-ordinating Committee whose clearance is necessary for all forms of assistance.

267. There is on the whole considerable support in Papua New Guinea for the promotion of technical co-operation among the Asian countries. In fact, there are high hopes attached to the programme and there is a keen desire for early action. It was emphasised that the Asian countries had a lot to learn from each other because of similarity of basic situations and sharing of experiences would be of mutual benefit. There is also support for the establishment of a special fund for this purpose including token contributions from the developing countries themselves. The ILO was thought of as being in the best position to co-ordinate the regional co-operation programme through its Regional Office at Bangkok.

Manpower planning

268. Manpower planning is undertaken at the national level by the manpower unit located in the Central Planning Office. There is a great shortage of high-level and middle-level manpower in Papua New Guinea. There is also a shortage in other categories of workers in the order of about 20,000 in all. Quite a number of the high-level and middle-level jobs are, therefore, still held by non-indigenous people. The Government is keen on the localisation programme which is going satisfactorily but complete localisation will take some time. In the meantime, a work permit system has been introduced to meet the shortage of skilled labour.

Training and employment service

269. The Employment and Training Division of the Department of Industries, Labour and Commerce administers the Apprenticeship and Training Scheme for secondary industry and the Employment (Training and Regulation) Act. The Division is also responsible for providing assistance to all people seeking staff through the National Employment Service (NES).
270. The Apprenticeship Programme was developed in 1971 with the assistance of an ILO vocational training expert who prepared work experience schedules in a few trades such as carpentry and joinery and motor mechanics. It is now proposed to further expand the programme and it is desired to prepare work experience schedules for other trade areas. The Division has no expertise to do this and outside assistance would be welcomed for this job.

271. A national training council is proposed to be set up in the near future. It will co-ordinate all training activity throughout the country. There are to be set up tripartite boards for the major industries to identify the training needs of the country. It will then be possible to determine fully the training requirements for skilled manpower at trades and other levels. Assistance from other countries in training activities would be sought soon after the needs have been identified.

272. As regards the employment service, full-time facilities are at present only available at four stations which cater to the needs of school leavers and plantation workers only. These centres have not yet entered the field of general employment placement. Advisers from Australia helped set up the centres. They have left on completion of their assignments, but on account of frequent changes in the staff and rapid promotions, these advisers had been mainly engaged in carrying out the day-to-day work of these offices and were unable to create local capability. The need for staff training and development of a proper labour market information programme still exists and has to be met from outside. This includes four area employment advisers to assist in training the National Employment Service staff and upgrading of small placement centres.

273. The strengthening of the manpower organisation in Papua New Guinea was recently the subject of a study by the ILO/UNDP South Pacific Manpower Adviser. The main purpose was to define the nature and scope of advisory assistance that might be provided to Papua New Guinea by the ILO under UNDP in the employment service development and industrial training and localisation (in private sector) areas. The adviser had recommended the following advisory services for Papua New Guinea: an employment service adviser, a training adviser, a manpower adviser and a labour market information adviser. This assistance has not materialised for non-availability of funds. The Government has made a request to the CFTC to provide at least the services of the employment service and the training advisers who are urgently needed. The services of the other two advisers would be needed in due course and might be considered under the regional co-operation programme.

Labour administration

274. The General Administration Division of the Department includes all general administration services for the Department, including staff of the Department in the field. It includes technical officers in the headquarters providing technical services in relation to weights and measures, explosives, industrial safety, labour standards and workmen's compensation. This Division is manned by skilled staff and includes a few expatriates. Labour officers' courses are organised in conjunction with the International Training Institute, Sydney. This Division is well equipped with the necessary expertise and is one of the areas where Papua New Guinea is in a position to provide on-the-job training to other South Pacific countries.
Industrial relations

275. The main function of the Industrial Relations Division is to ensure the maintenance of harmonious relations between employers and employees. This Division helps settle industrial disputes through conciliation and provides services to the Minimum Wages Board, boards of inquiry, and arbitration tribunals. This Division is also well equipped with the necessary expertise for the performance of its functions. It is also in a position to provide training to officers from other Island territories in the services it performs.

Labour statistics

276. The statistical section of the Department of Labour, Industries and Commerce, at present maintains only a register of employers and collects data on employees. This register is reviewed and tabulated annually. There is a need to design and at least start a system of labour statistics relevant to all the needs of the Department. The services of a labour statistician are being obtained under the CFTC to achieve this objective. He would also make recommendations on number and type of staff, training of staff and consideration of data processing problems. One of the needs of the Department would thus be met. Future needs of the Department in this regard will be determined on the basis of the recommendations of this expert.

277. Another area which needs attention is the development of standard classification of occupations in industry. In general, statistics in Papua New Guinea are standardised on CBCS/census classifications of both occupations and industry and each new collection is reported to yield a new variation. There is a need for the development of standard classification suitable to all needs and compatible with international standards. This would not only involve the development of such a classification but also the co-ordination of the change-over to them throughout the Government.

278. It is also desired to organise a manpower survey including an unemployment survey which is necessary for proper manpower planning. Technical assistance would be required to do this.

Workers' education

279. This programme in Papua New Guinea has been organised by the Bureau of Industrial Organisations which is assisted by a tripartite committee. The Bureau is a statutory body under the direct control of the Minister of Labour. An ILO adviser was with the Bureau for a year or so. The Bureau is doing commendable work and the programme is popular with the workers.

280. As workers' education programmes have not yet been started in other South Pacific countries, the Bureau would be willing to offer assistance to other countries.

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1 Commonwealth Bureau of Census Statistics now the Australian Bureau of Statistics.
in the region in this field. This could also include visits by the officers of
the Bureau to countries where such assistance is needed as well as visits by
trade unionists from other countries to Papua New Guinea for work with the Bureau.

Employers' organisation

281. The Employers' Federation is keenly interested in the proposed regional
cooperation programme and assured its support. It also stressed the need for
management training to the local employers including their managers and supervisors.

Co-operatives and small-scale industries

282. The Co-operative College, Laloki was established through UNDP/ILO
assistance. It is now desired to widen and deepen co-operative education and to
extend such education to include general business education. Accordingly, a new
project (No. PNG/73/017/C.01/11) has been launched involving the development of
coop operative business management and small-scale industries training. Work on
this project has been going on for a year or so. As there is need for business
education and small-scale industries training in all the South Pacific territories,
it would be worthwhile to upgrade this project into a regional one. This may
necessitate revision and expansion of the project dimensions.
Programme in Papua New Guinea

Meetings

Mr. K. Uiaki, Secretary, Ministry of Labour, Commerce and Industry
Mr. W. Edoni, Chief of Industrial Relations Division
Mr. M. Mairu, Industrial Registrar
Mr. J. Herbert, Assistant Chief, Research and Policy Division
Mr. J. Howard, Assistant Chief, Employment and Training Division
Mr. J. Taffe, Employment Service
Mr. C. Maro, Executive Officer, Apprenticeship Programme
Mr. B. Jones, OIC Training
Mr. B. Matasovoro, Employment Regulations
Mr. L. Moli, Chief, Labour Administration Division
Mr. M. Minlaw, National Standards
Mr. C. Huddy, Labour Statistician
Mr. Henry Aitsi, Department of Labour, ILO Affairs
Mr. F. Igo, Director, Bureau of Industrial Organisations
Mr. F. Irere, Assistant Director, Bureau of Industrial Organisations
Mr. R. Castly, Officer in Charge, Manpower Section, Central Planning Office
Mr. P. Chard, Senior Manpower Officer, Central Planning Office
Mr. B. Stuart, Appropriate Technology, Central Planning Office
Mr. J. Langmore, Assistant Director, Central Planning Office, and Chairman, Aid Co-ordinating Committee
Miss R. Kekedo, President, Papua New Guinea Teachers' Association
Mr. M. Wells, Executive Director, Employers' Federation
Mr. Tauna, Industrial Officer, Employers' Federation
The Philippines

The programme

283. The team held discussions with the Hon. Blas F. Ople, Secretary, Department of Labour and his officials and with representatives of employers' and workers' organisations in the Philippines. Subjects covered by the team in its programme were vocational and instructor training, workers' education, staff development, social security, rural youth training, labour standards and statistics, and occupational safety and health.

General

284. The Philippines attaches great importance to the use of the expertise, knowledge and institutional facilities available within the Asian region for the mutual benefit of the countries in the region. Among proposals made were the usefulness of exchange of officials, with the host country bearing the local costs and the recipient country meeting travel costs, a central inventory of information and materials for dissemination within the region and the creation of a fund for regional co-operation.

Manpower planning

285. The Philippines Central Institute of Manpower Planning caters to the needs, to some extent, of ASEAN countries. The Institute, however, needs assistance to upgrade the quality of its research and other activities. The Government of the Philippines is prepared to accept Fellows from Asian Labour Ministries for in-service training in this field.

Vocational training

286. The National Manpower and Youth Council (NMYC) is one of the instruments through which the Government is attempting to raise the quality of skills in the country over a broad range of trades and occupations. The NMYC, as part of its strategies in this respect, is seeking the integration of all national manpower development efforts, particularly those setting skill standards. There are a number of institutionalised training programmes under the NMYC, one of which is the National Manpower Skills Centre. This is a well-organised Centre and is equipped with modern machines. In terms of the facilities available, it is considered as one of the largest of its kind in Asia. It has dormitory facilities for 128 trainees. Its campus and layout are well planned. It has facilities for trade testing and also runs instructors' trainers training courses, in addition to basic courses. The medium of instruction is English. The Centre can organise instructors' trainers training courses in a number of areas including electronics, automotive, machine shop, fitting and welding. Under a programme of regional co-operation, this Centre can perhaps be upgraded as a regional centre to undertake curriculum development activities and to run instructors' trainers training courses.
Workers' education

287. The Asian Labour Education Centre (ALEC) has been engaged in running various types of courses of short duration in the labour and related fields for trade unionists. Besides workers' education activities, it has a good research programme and consultancy and advisory services. ALEC believes in and practises the philosophy that the aim of workers' education and similar programmes should be to build up a person responsive to the changing needs of the society. At the moment ALEC is confining its activities to meet national needs and is no longer carrying out regional training programmes, as it used to, due to financial constraints. It has recently started degree courses in industrial relations but needs expert staff to carry on an active programme in this field. There is a fairly well-stocked library but the research material on Asian countries needs strengthening. With some help in this area and through the strengthening of its staff resources, ALEC can render a valuable service by carrying out training and research programmes to support Asian trade union movements. Generally, the Centre could, through linking or twinning of training arrangements, make a valuable contribution to the cause of workers' education in Asia.

Social security

288. The social security scheme in the Philippines extends coverage to private sector employees in respect of three different social security programmes. These are (a) social security (covering retirement, survivors' benefit, permanent total disability, permanent partial disability, sickness and funeral grant); (b) medicare (covering hospitalisation expenses, surgical expenses and medical expenses); and (c) employees' compensation (covering survivors' benefit, permanent total disability, permanent partial disability, temporary total disability, medical care and rehabilitation). Government employees are covered by the Government Service Insurance System (GSIS) and insurance coverage is compulsory for both public and private sectors. Contributions by employees and employers at the rate of 3 and 4 per cent, respectively, are made to the Social Security Fund. There are also investment earnings which go into the Fund. The size of the Fund determines the quantum of benefit available in all the categories of contingencies. The social security scheme is administered by an autonomous tripartite board headed by a chairman appointed by the President from amongst the members of the board.

289. Because of its wide-ranging activities the experience of the scheme may be of benefit to other Asian countries which wish to embark upon similar activities. In fact members of the team learnt that Indonesia and the Republic of Korea have sent their officials to study the scheme.

Rural development

290. The Philippines is taking steps to bring about a balanced agro-industrial economy, to absorb annual increases in the labour force and to promote the development of rural areas. Agricultural workers are being organised through the farmers' co-operative movement.

291. The National Agricultural Skills Training Programme of the NMYC assists in providing skills usable in the rural sector and thus to raise productivity.
A programme of credit and extension services is also available to trained youths through the farmers' co-operatives.

292. An important contribution to rural development is being made through the Rural Workers' Office of the Department of Labour. While the Office is eager to benefit from experiences elsewhere it should itself be able to provide beneficial advice to similar programmes in other Asian countries.

Employers' and workers' organisations

293. The Employers' Confederation of the Philippines has close links with employers' organisations in other Asian countries and is profiting from these links. It is also closely associated in the activities of the Development Academy of the Philippines, the Philippine Institute of Management and the Asian Institute of Management. (It is the prime mover in an Asian Business Conference which will be held towards the end of 1976 and which will discuss development and employment problems in Asian countries and the contribution of developing countries to Asian development.) The team noted with interest the wider concerns of the Confederation and feels that it has experiences to offer to other employers' organisations which do not as yet have close links with it.

294. The Trade Union Congress of the Philippines (TUCP), the national trade union centre established in 1975, is seeking closer contact with national trade union centres in Asia, so that mutually beneficial programmes in workers' education and research could be developed further. The TUCP has also sought expert assistance to gear up its activities in these fields.

The Development Academy of the Philippines

295. This is a unique institution in Asia which has adopted a noteworthy approach to the adaption and promotion of development strategies. One of its main activities is the training of senior administrative personnel for Government, business and industry. Its experience generally and in staff training particularly should be of interest to similar institutions elsewhere in Asia.
Programme in the Philippines

Meetings

Hon. Blas F. Ople, Secretary, Department of Labour
Mr. Rony V. Diaz, Director-General, Department of Labour
Mr. Dante V. Liban, Executive Secretary, Employers' Confederation of the Philippines
Dr. Andrew J. Luison, Chamber of Commerce
Mr. E.R. Lerum, Vice-President, Trade Union Congress of the Philippines
Mr. Bernardo F. Ople, Executive Director, National Manpower Youth Council
Mr. Z.R. Marribay and Mr. R.G. Reys, National Manpower Skill Centre
Mr. Manual A. Dia, Dean, Asian Labour Education Centre, Manila
Dr. M. Alberracin, Jr., Vice-President, Development Academy of the Philippines
Mr. Gilberto Teodoro, Vice-Chairman and Administrator, Social Security Scheme
Messrs. M. Shoham, R. Colstein and L. Cairns, ILO Experts

Visits

National Manpower and Youth Council - Skill Centre
Asian Labour Education Centre
Development Academy of the Philippines
Singapore

General

296. The Permanent Secretary, Ministry of Labour, stated that identification of capacities and the preparation of an inventory of needs of Asian Labour Ministries would go a long way towards building up a mutual assistance programme for development of labour and manpower programmes of the countries within the region. He indicated that Singapore was already deeply committed to the Colombo Plan and ASEAN programmes of regional co-operation, and would welcome any effort to consolidate and further strengthen such types of co-operation among the countries in Asia. Singapore possesses a number of institutions and programmes which could make a significant contribution towards such co-operation.

Staff training

297. In Singapore, training needs of the Ministries in various fields of activity are being catered for by the staff Training and Development Institute, under the Ministry of Finance. The University of Singapore also has extramural programmes in industrial relations. The Ministry's own training needs at present are great. It was suggested that in addition to what might be possible through ARPLA, the Institute of Labour Studies, Geneva, might consider organising courses in Singapore in collaboration with the Staff Training and Development Institute, the Ministry of Labour and the University of Singapore, for the training of local officials and possibly of officials from other countries in Asia.

Workers' organisations

298. The National Trade Union Congress (NTUC) of Singapore was very enthusiastic about ideas of regional co-operation in labour and related matters, and is prepared to consider a token contribution to a regional co-operation fund after the programme gets the approval of the Asian Labour Ministers. The NTUC is a powerful national trade union centre, and is engaged in substantially constructive work in the field of training, research and co-operatives. It is committed to the idea of developing the economy and increasing productivity, and a fair share for labour in the prosperity thereby created. It also places great emphasis on the training of management to promote a better understanding of the role of trade unions in a country's economic development. The structure and working of the NTUC should be of immense interest to trade union leaders of other Asian countries. The NTUC is prepared to receive fellows from other Asian countries for short durations to study its structure and activities. The physical facilities of the NTUC would be made available free of cost and consideration may be given to sharing part of the local cost.

Employers' organisations

299. The Employers' Federation of Singapore attaches great importance to the concept of close collaboration with similar organisations in Asia, and on the mutual benefit to be derived from the sharing of each other's experiences. The Federation is particularly active in providing a service to its members in the industrial relations field and this aspect of its work could be studied with advantage by other Asian countries.
Occupational safety and health

300. Singapore is currently studying the feasibility of setting up an Institute of Occupational Safety and Health. It is to serve national needs to start with but at a later stage it may be possible for it to serve the needs of other countries in the region.

301. Singapore's programme of safety and health work is such that it has already provided training in occupational safety and health to factory inspectors from Malaysia, Indonesia, etc., and hosted the ILO Regional Seminar on Occupational Safety and Health in Relation to Productivity in 1975. It would be possible for them to accept fellows from other countries for training in occupational health and safety and in factory inspection.

302. The M.Sc. courses, run by the Department of Social Medicine and Public Health, University of Singapore, could be of great interest to other countries in the region. The courses appear to be well organised and of high academic standard. The ergonomics content of the course is of special interest, and there is potential to develop this programme as a centre for training in ergonomics for the Asian region.

303. A considerable amount of literature has been put out by the Factory Inspection Department, including on such topics as accident prevention in the shipbuilding and repairing industries. A guide to safety, health and welfare for factories, a guide to safety and health on construction sites, and shipyard safety have also been published. This material could be helpful to other countries of the region in raising the level of industrial safety if it is made part of a system of documentation collection and distribution effort through a central information clearing house, under a regional co-operation programme.

Employment service.

304. The team had discussions with the Director of Employment Services, its principal statistician and principal assistant secretary. The need was expressed for training of supervisory personnel engaged in employment services in Singapore to improve their capabilities.

Productivity

305. The National Productivity Centre is running a number of short training courses aimed at raising the level of management and at over-all increases in productivity. All these courses are tailored to meet the needs of the national economy, and it was felt that they would not be of much interest to outsiders. It was stressed that the Centre will be preoccupied for quite some time with training courses oriented to national needs. In due time it might be able to cater also to ASEAN and Asian needs.

Social security

306. Every employer in Singapore is required to make contribution, at a prescribed rate, on behalf of each of his employees from the date of the commencement of employment, to a Central Provident Fund. It is intended primarily as a means of saving for old age. The rate of contribution for pensionable government
employees is 5 per cent of the monthly wage plus a further 5 per cent from the Government, and for workers in the private sector the rate of contributions accounts to 15 per cent of their wages; their employers also make a matching contribution of 15 per cent of the wage-bill. The Fund is managed by a tripartite board, headed by the Secretary for Labour. The structure and operations of the Central Provident Fund is worthy of detailed study by countries which would like to set up similar provident funds for their workers.
Programme in Singapore

Meetings

Mr. William Cheng, Permanent Secretary, Ministry of Labour
Mr. Tan, Deputy Secretary, Ministry of Labour
Mr. Chin Ming Lek, Assistant-Secretary, Ministry of Labour
Mr. Wang, Director, Industrial Relations
Mr. Lawrence Sia, Deputy Secretary-General, NTUC
Mr. C.P. Kea, Chief of Industrial Health
Mr. L.W. Fook, Chief Inspector of Factories
The Director of Employment Services
The Chief Inspector of Factories
Mr. G.C. Thio, Chairman, National Productivity Centre
Mr. T.C. Hoe, Central Provident Fund
Mr. Teddy K.C. Lim, Industrial Relations Adviser, Employers' Federation of Singapore

Visits

National Trade Union Congress
National Productivity Centre
Central Provident Fund Office
Sri Lanka

General

307. The team found in Sri Lanka a positive commitment to regional co-operation among Asian countries among the Government as well as employers' and workers' organisations. While needs were expressed in the areas of vocational instructor training (including equipment), workers' education and occupational safety and health, capacities to assist other countries were seen to be available in agrarian research training, management development and training for worker participation in management. A special willingness was also expressed in assisting other countries with high level professional and educated manpower.

Management training

308. The National Institute of Management in Colombo, in addition to its other management development programmes, has developed an Employee Representative Development Programme which may be of interest to other Asian countries for their programmes in workers' participation in management. Under this programme, training is provided to workers with a view to assist them in understanding and accepting the measures necessary for increased productivity and efficiency as well as reduction of wastage in the enterprise. It is understood that, as a result of this programme, definite improvements are noticeable in industrial relations and productivity in a number of enterprises. The programme appears to have wide acceptance among trade unionists. Sri Lanka is prepared to offer the facilities of the Institute for the training of a limited number of Fellows from other Asian countries.

Rural development

309. The Agrarian Research and Training Institute can also offer research and training facilities to developing countries in Asia, with the Institute itself developing as a regional institution, with some further assistance from external sources. The Institute undertakes and co-ordinates agrarian research activities and examines the institutional factors basic to the development of agriculture; offers training facilities to government officials, members of the local institutions and farmers and serves as a repository of agrarian information as well.

Manpower services

310. Sri Lanka is in a somewhat unique position of having a surplus of educated and trained manpower, including engineers, sub-professionals and graduates in a variety of disciplines. Sri Lanka expressed keen interest in participating in any regional co-operation programme for the pooling of such manpower on a regional basis for use in labour-scarce countries.

Vocational training

311. The Central Vocational Skill Development Centre (CVSDC) being established would appear to fulfil a long-felt need in Sri Lanka through its skill development activities. It is hoped that with the development of this Centre the capability may be achieved at a later stage for offering assistance in this area to other Asian countries. The objective of the CVSDC is to upgrade the skills of persons already in employment, as well as new entrants to the labour force at all levels of education,
to retrain persons who are laid-off as a result of economic, structural or technological changes, and to generally support the efforts of the Government to encourage the development of employment opportunities in rural areas through training in employable skills appropriate to local conditions. However, the vocational training programme generally appeared to suffer from inadequate workshop facilities and lack of instructors. Also, vocational training facilities were only available for craftsman training in the basic trades in Colombo. The need was expressed for assistance in equipment and instructor training to be able to extend this programme into the rural areas, particularly with rural industrialisation in mind. Instructor training possibilities in Japan, the Philippines, Australia and New Zealand were mentioned.

Occupational safety and health

312. The occupational safety and health programme in Sri Lanka was reported to be handicapped by the shortage of trained personnel and laboratory equipment, though the medical officer of the programme was engaged in some research aimed at identifying occupational diseases and their causes. The need was expressed for expert personnel through the ILO or the regional co-operation programmes to assist in the establishment of a national research and services programme in this field, with priority in the first phase given to education and training programmes in occupational health and environmental pollution at the undergraduate and postgraduate levels. Assistance was also required in the form of laboratory equipment, including a mobile unit for chemical and biological analysis in enterprises. It was suggested that training in occupational health could be provided either by Japan or Singapore while the supplies of equipment may be possible from Japan. The hope was expressed that with such assistance the Sri Lanka programme could be built up to serve some of the needs of the Asian region as well.

Workers' organisations

313. Trade union organisations requested that the regional co-operation programme should make provision for them to profit from well-developed workers' education programmes in other Asian countries, particularly India, Malaysia, Singapore and the Philippines.
Programme in Sri Lanka

Meetings

The Hon. Michael Siriwardana, Minister for Labour
Mr. Lakshman de Mel, Secretary of Labour
Mr. Neil Bandaranayake, Secretary, Ministry of Industry and Scientific Affairs
Deputy Commissioners (technical, labour relations, provident fund, enforcement, employment)
Mr. E.S. Appadurei, Employers' Federation of Ceylon
Mr. M. Jaya Ram, Administrative Secretary of the Democratic Workers' Congress and other trade union representatives
Mr. T.B.M. Korale, Deputy Director (Manpower Planning) and Mr. M.J. Silva, Deputy Director (Employment), Ministry of Planning and Economic Affairs
Mr. Dharmasiri Amarsinghe, Director (Technical), Ministry of Education
Mr. D.J. Nanayakkara, Deputy Director, National Apprentice Board
Mr. C. Narayansamy, Agrarian Research and Training Institute
Mr. Priestly, Resident Representative, UNDP
Mr. K. Rama Murthy, ILO Adviser, National Institute of Management

Visits

National Apprentice Board
National Institute of Management
Agrarian Research and Training Institute
Thailand

The programme

314. The team's programme in Thailand was unusual in the sense that discussions and visits had to be fitted in with briefing and debriefing sessions at the ILO Regional Office. Even so, the team met a number of key officials in the Department of Labour and in the Economic Planning Department and visited institutions one of which is believed to offer capacities for a regional co-operation programme.

General

315. There is strong support in Thailand for a programme of regional co-operation. The point was made, however, that the ILO should assume a catalytic role in such a programme and that the programme itself should concentrate on exchange visits of senior personnel.

Labour administration

316. The Labour Department is faced with substantially increased problems in its efforts to improve its capacities and assist in the maintenance of industrial peace. It is encouraging to note that the newly elected Government has indicated its interest in upgrading the Labour Department's status, and that the Department is to be strengthened by substantial increases in staff. Considerable headway has been made, with the help of the ILO's Regional Office, in staff training and development. But more needs to be done in some of the sectors to which the team's inquiry is directed.

Industrial relations

317. Needs in this sector are said to exist through training and learning opportunities for:

(a) the prevention and settlement of labour disputes through the process of mediation, conciliation and arbitration;
(b) the raising of levels of professional skill of officers concerned with industrial relations functions; and
(c) the promotion of collective bargaining by labour and management through tripartite or bipartite meetings, conferences, seminars, etc.

Countries such as Malaysia and the Philippines might be able to assist.

318. In its inquiries concerning industrial relations, the team noted the great needs which exist in the country for strengthening the workers' and employers' organisations so that they can play an effective role in industrial relations. In separate meetings with representatives of the two groups it became clear that immediate steps need to be taken in this connection, so that the Department of Labour can develop meaningful and purposeful industrial relations machinery.
Social security

319. As a result of previous legislation, a Workmen's Compensation Fund was established in Thailand as from 1 January, 1974 to provide employment injury benefits to workers; it is administered by the Department of Labour. This Fund represents a major step in the country's efforts to change over from an employer liability programme to a social insurance method under which the workers receive benefits (disability benefits, survivors' benefits, medical care and funeral grants), from a specially established government fund to which employers make contributions at rates graduated according to the "risks" of their enterprises. This scheme now covers workers in establishments employing 20 or more workers in selected centres. So far, the scheme has been extended to about 330,000 workers in some 3,800 enterprises located in seven major industrial centres in Thailand, including Bangkok. There are plans for expansion. Although the basic features of the Thai Workmen's Compensation Fund depart significantly from standard employment injury insurance schemes developed in countries like Malaysia and India, especially with regard to its system of financing, it is expected that in the coming years, as the scheme is developed and qualitative improvements brought about, there will be considerable scope for technical assistance from other countries in the region which have successfully implemented this branch of social security and have gone ahead with the planning and implementation of others.

320. Following the adoption of a Social Security Act in 1954, Thailand has been engaged in a series of studies and planning exercises designed to formulate a social security scheme in the country. However, no social security scheme (other than the Workmen's Compensation Fund discussed above) has been put into operation so far. The Department of Public Welfare, which has a Social Security Division, is technically responsible for planning and implementation of social security schemes in the country. If the Government decides to undertake planned implementation of social security, it is quite probable that it would commence with a sickness insurance or a pension insurance programme. In either case, Thailand might be able to profit from technical assistance and support from countries like Malaysia and the Philippines.

Occupational health and safety

321. The Government's occupational health activities include a centre at Samrong Tai on the outskirts of Bangkok in an industrial estate area. A full-time ILO/UNDP expert was made available for one year in 1969 and since then short-term ad hoc assistance has been provided by the ILO Regional Office located in Bangkok.

322. The Samrong Tai Centre received outside help in order to expand its activities in the field of occupational safety and health covering: training, service oriented programmes of research and service to industry. A current UNDP/ILO project is designed to strengthen the Centre through the provision of the services of the two UNDP/ILO experts for one year each in the fields of industrial hygiene and occupational safety, and by the provision of training fellowships; and the supply of scientific equipment.

323. Towards the end of 1975, some modifications were made to the project plans and emphasis was placed primarily on the preparation of suitable training manuals, in modular form, specifically designed for use in Thailand. The manuals are to be used for training centre counterpart staff, medical staff, safety officers, and others from industry and senior university students. In due time, this particular programme might be worthy of study by other interested countries.
Manpower planning

324. The main responsibility for manpower planning lies with the National Economic and Social Development Board. After consultations with the Secretary-General of the Board, it was concluded that NESDB is not yet ready to share its experience in this field. Also, the internal activities of NESDB are carried out in the Thai language and all documents are written in Thai, except for those addressed to external non-Thai sources. On the other hand, there is a great need for strengthening of manpower planning activities within NESDB and there is a corresponding need for training and development of staff. Regional co-operation can assist if it could be made possible for responsible officials to study similar activities in countries such as India, Australia, Malaysia and the Philippines.

Vocational training

325. During the Second National Plan (1968-72), a National Institute for Skill Development was established in Bangkok as a central institute and a prototype for institutes to be established in other regions in Thailand. A number of regional skill training institutes are currently being built and equipped, as envisaged in the Government's Third National Plan (1972-76) to provide skill training in the rural regions.

326. The curricula for all courses at the regional institutes will ensure that training is geared to the employment needs of the regions where the institutes are located. Current subjects being taught include instructor training, foreman and supervisory training and curriculum development. Trades being covered are automotive mechanics, agro-mechanics, electricity, air-conditioning and refrigerator and radio and television repair.

327. The curriculum development activities at the National Institute for Skill Development in Bangkok are being assisted by a team of Israeli experts under a Thai/Israel project. The curricula for all engineering and building trades are being developed on the basis of the "modules of employable skills" concept - a concept now being propagated by the ILO.

328. It is the opinion of the team that these curriculum development activities lend themselves for profitable study by other Asian countries which have not so far reached the degree of sophistication that the team found at the Bangkok Centre.
Annex

Programme in Thailand

Meetings

Mr. Nikom Chandravithun, Director-General, Department of Labour, Ministry of Interior
The Secretary-General, National Economic and Social Development Board
The Director-General, Department of Technical and Economic Co-operation
Mr. Vari Virangkura, Director, Policy and Research Bureau, employers' representative
Mr. Sathiya Raviwongse, President, Transportation and Export Service Workers' Association
Mr. Sanan Vongsuthee, Secretary-General, National Council of Thai Labour
Mr. Phaisan Tharwatchainan, Chairman, Confederation of Labour Unions of Thailand

Visits

National Industrial Skill Training Centre
Rehabilitation Centre for the Disabled
Asian Development Institute
Tonga

General

329. There is keen enthusiasm for the outcome of the proposed programme for the promotion of regional co-operation among Asian countries. Tonga supports the creation of a special fund for this purpose and would favour an arrangement for its formalisation under the aegis of the ILO Regional Office, Bangkok. The needs of Tonga under such a programme in training aids and training equipment, as well as supply of teachers and other qualified persons, are great. Tonga would also support the provision for operational experts to work in positions for which national officers are not available.

330. New Zealand is the principal source of bilateral technical assistance to Tonga. This includes training of Tongans in schools, colleges and other institutions in New Zealand; Tongans are also accepted for work in New Zealand. A special scheme is in force in this connection which envisages work-cum-training arrangements. Australia and the United Kingdom also extend bilateral technical assistance. Multilateral assistance has also been received from UN sources. As a member of the Commonwealth, Tonga makes use of the CFTC but, because of lack of skilled staff, both managerial and others, such aid has not yet made any significant impact.

Manpower situation

331. There is abundant labour in Tonga. There is, however, acute shortage in managerial, technical and specialised skills, as well as business expertise. The situation may improve somewhat on the return of Tongans who are on graduate and undergraduate courses abroad, but many of them do not return. Emigration further aggravates this situation. The country will, therefore, have to depend upon foreign expertise to fill many key positions in the short run under one technical assistance programme or another.

332. There is also a shortage in technical skills. Ordinary electrical and mechanical appliances and equipment, which are increasingly being used, have to be discarded rapidly for lack of service and repairs. Similarly, the growing use of motor vehicles and automotive equipment in building and construction has created the demand for vehicle maintenance and equipment repair but these facilities do not exist. The Government has plans to establish an institute for rural development, teacher training and technical training, but it will be some time before this programme comes into full operation. In the meantime, there is great need for short-term training programmes for repairs and servicing of electrical and mechanical equipment.

333. Shipping is an important industry for Tonga and offers good employment potential. Ten inter-island vessels are now in operation, employing about 200 persons. The marine workshop for servicing and repairs has been expanded to increase the number of apprentices for deck officers and engineers training. Such apprentices need polishing and grooming outside the country to increase their chances of employment on foreign vessels. It is also proposed to accept foreign vessels for registration in Tonga and when this happens the demand for Tongan seamen will increase considerably. In view of the limited scope for generation of employment opportunities in other sectors of the economy, there is need for training of
Tongans as seamen for which there exists demand elsewhere as well. At present, seamen get on-the-job training on Tongan vessels. The Government is now planning to open a marine school.

334. Shortage of skilled people is also seriously hampering development in the building and construction industry. Here a crash programme is said to be necessary for the creation of necessary skills for the current Development Plan to proceed smoothly.

335. In all these respects, assistance under regional co-operation could play a useful role.

Vocational training

336. Tonga's potential is stated to lie in its land, sea and people. The Government is keen that education should play its due role in the development of this potential. The new Development Plan places great emphasis on devising ways and means to make more young people economically productive, either as wage earners, farmers or fishermen. This necessitates the development of vocational training facilities. As a step forward, it is proposed to establish under the New Zealand assistance programme an institute to be called the Rural Development, Teachers' Training and Vocational Training Institute under the Ministry of Education, responsible for all training functions in Tonga, other than that provided by government departments as part of their normal activities.

337. Besides rural development training activities and teachers' training, the institute will have a skill training centre. The aim of the centre will be to train tradesmen, and the emphasis will be on functional training. There will be emphasis on the teaching of simple skills involving the use of hand tools and basic materials that are needed for building maintenance and simple electrical and mechanical maintenance including vehicle maintenance.

338. While the bulk of assistance for the establishment of the institute will be provided by the Government of New Zealand, technical assistance will be needed from other sources in the long run to make the institute a going concern.

339. In view of Tonga's size, it would not be in a position to establish many institutions of its own for its limited needs. Most of its needs will have to be met by training of its nationals in specialised subjects outside the country. This will only be possible if, in the first instance, Tongans are equipped with the full cycle of both academic and vocational education at the more basic levels. Thus, technical assistance will also be needed to provide teachers on a wide range of subjects, both for the Institute and other schools and colleges.

Labour administration

340. On the labour administration front, the needs of Tonga are at present limited. The Ministry of Labour, Commerce and Industry was created in April 1973. An Assistant Secretary is directly responsible to the Minister for Labour, Commerce and Industry for labour matters. There is at present no field organisation in the Ministry for labour matters. The focus of work in this regard is to promote good relations between management and employees and undertake manpower planning and utilisation of labour.
341. The provision of the Goods and Services Act under which the Government is also empowered to prescribe maximum rates of wages for different categories of workers, are also enforced. The provisions of the Trade Union Act remain dormant because no trade unions have come into being. A comprehensive draft legislation on workmen's compensation has been finalised and it will soon be placed before the Parliament for enactment. An expert might be needed to assist in the enforcement of the provisions of the proposed law and train local officials in the administration of the Workmen's Compensation Law.

342. As stated above, the Ministry of Labour is also responsible for manpower planning. It is, however, at present not equipped to do this job. Technical assistance for the development of manpower services and a manpower planning programme is urgently needed.

Social security

343. The introduction of a pension scheme is now under consideration. A preliminary study has been undertaken by an expert and his report is being examined. As soon as this report is approved, the services of an expert will be required to draft legislation in the first instance and then to launch the scheme. A few fellowships will be needed to provide training to the local staff in the administration of the pension scheme.

Employers' organisations

344. The team's discussions with the Chamber of Commerce and Industry proved very useful. The Chamber explained the great shortage of managerial and highly specialised technical skills and the lack of facilities for small industries training and business education. It confirmed the need for assistance in these areas. It would be willing to spare some of its existing staff for management development courses overseas. It would also welcome expert assistance for training its staff in skills such as accountancy and management improvement.
Programme in Tonga

Meetings

Baron Vacu, Hon. Minister for Labour, Commerce and Industry
Mr. R.S. Raghavan, Assistant Secretary, Ministry of Labour, Commerce and Industry
Mr. R.W. Sauft, Chairman, Tonga Chamber of Commerce
Mr. J. Fan, Manager, E.M. Jones Ltd.
Mr. U. Vata, Manager, Uliti Vata and Sons
Mr. Cecil Cocker, Chief Planning Officer, Central Planning Office
Afu'ato Matoto, Assistant Secretary, Ministry of Finance
Mr. S. Na'a Fiefia, Director of Education
Mr. P. Bloomfield, Senior Education Officer
Mr. C.L. Wilford, Director of Works
Dr. F. Sevele, Director of Commodities Board
Mr. Sione Faletan, Acting Manager, Pacific Navigation Company Ltd.
Mr. John Doyle, Government Statistician
Mr. D.G. Cudmore, Development Officer
CAPSULE SUMMARY OF CAPACITIES AND NEEDS IN ASIAN COUNTRIES IN THE LABOUR AND RELATED FIELDS

Note: The number in brackets is that of the paragraph which gives a fuller explanations of the capacity or needs.

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<td>Study of the organisation and activities of compact labour departments by policy-making and operational staff (18, 23)</td>
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<td>AUSTRALIA</td>
<td>Capacities</td>
<td>Twelve-week course at the International Training Institute, Australian Development Agency, Ministry of Foreign Affairs (Annex-B)</td>
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<td>Study of placement services abroad by senior personnel (33,35)</td>
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<td>Needs</td>
<td>Exposure of workers' and employers' representatives to facilities in this field (43)</td>
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<td>Australia</td>
<td>Capacities</td>
<td>Courses of the Australian Council for Trade Union Training (Annex-B)</td>
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<td>The Department of Employment and Industrial Relations' work in manpower forecasting and planning (60-61)</td>
<td>CES units have scope for study of manpower services offered through the employment service (57-59)</td>
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<td>AFGHANISTAN</td>
<td>Capacities</td>
<td>Study of guidance systems by senior personnel (35)</td>
<td>- Training facilities for officials, including the CSO and two labour inspectors of the Labour Department</td>
<td>- Training of two officers of the CSO and two labour inspectors of the Labour Department for two years (36-38)</td>
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<td></td>
<td>Needs</td>
<td>Study of the organisation of training systems by senior personnel (29-35)</td>
<td>- Training facilities for officials, including the CSO and two labour inspectors of the Labour Department</td>
<td>- Consultants to draw up regulations, standards, methods and promotional literature (39-42)</td>
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<tr>
<td>AUSTRALIA</td>
<td>Capacities</td>
<td>On-the-job training with the Department of Social Security for study of administration vocational rehabilitation services</td>
<td>On-the-job training possibilities with the Departments of Social Security and Employment and Industrial Relations on various aspects of Social Security (53-56)</td>
<td>Techniques of collection and analysis of labour statistics as practised by the Bureau of Labour Statistics (62-65)</td>
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<td></td>
<td>Needs</td>
<td>expertise in setting up sheltered workshops (56)</td>
<td>State level courses for safety officers, union officers and management personnel (49-50)</td>
<td>- Post-graduate course at the School of Tropical Medicine (Annex-B)</td>
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<td>Country</td>
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<td>Labour Administration</td>
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<td>Labour Policy Research</td>
<td>Labour Management Relations</td>
<td>Wages policy and Wage-fixing Machinery</td>
<td>Workers' Participation in Management</td>
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<td><strong>Bangladesh</strong></td>
<td>Capacities</td>
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<td>Study of functions in this area in New Zealand</td>
<td>Study of the system and machinery for labour management relations</td>
<td>Study of the activities of CIRTES in India and of the Institute of Applied Manpower Research also in India (81)</td>
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<td>Bangladesh</td>
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<td>Assistance in the Strengthening of the Research functions of the Ministry of Labour (105)</td>
<td>Assistance in the formulation of a rational wage policy (89)</td>
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<tr>
<td>FRANCE</td>
<td>Capacities</td>
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<td>Mastery in launching workers' education programmes and in strengthening its research function related to collective bargaining. Also needs assistance in publishing a journal, as well as books for its library (110)</td>
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<td>GERMANY</td>
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</table>

When the Directorate of Employment and Training is established, needs might arise for assistance in organising labour market information services, placement and promotion, etc. (68)

Assistance in improving and strengthening the labour market information programme (107)
<table>
<thead>
<tr>
<th>Country</th>
<th>Capacities and Needs</th>
<th>Vocational guidance</th>
<th>Vocational Rehabilitation</th>
<th>Vocational Training</th>
<th>SOCIAL SECURITY</th>
<th>OCCUPATIONAL SAFETY &amp; HEALTH</th>
<th>LABOUR STATISTICS</th>
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<tbody>
<tr>
<td>BANGLADESH</td>
<td>Capacities</td>
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<td>Courses at the Technical Training Centres (76)</td>
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<td></td>
<td>Needs</td>
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<td>Study of the Agricultural Training Programme of the National Manpower and Youth Council in the Philippines (79)</td>
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<td></td>
<td>Capacities</td>
<td></td>
<td></td>
<td>-With further assistance, a Training Centre under the National Training Council and the Derrick Technical Institute could meet the needs of neighbouring countries (96, 99)</td>
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<td>FIJI</td>
<td>Assistance to the careers service in counselling and interviewing techniques (102-105)</td>
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<td>-Equipment and funds for vocational training schools and centres (88) -Assistance to the National Training Council and Derrick Technical Institute (95, 97, 101)</td>
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<td>Training of doctors in Occupational safety and health especially in detection of occupational diseases (108)</td>
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<td>Country</td>
<td>Capacities and Needs</td>
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<td>Courses at the Management Development Centre (75)</td>
<td>Co-operatives</td>
<td>Rural Development</td>
<td>Employment Promotion</td>
<td>Tripartism</td>
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<td>Capacities</td>
<td>&quot;Twinning&quot; arrangements between the Management Development Centre and similar centres elsewhere, e.g. Japan, the Philippines (75)</td>
<td>Rural Development</td>
<td>Employment Promotion</td>
<td>Study of the Regional Employment Development Scheme and the National Employment and Training System in Australia</td>
<td>Study of Consultative machinery in India (122)</td>
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<td>Needs</td>
<td>The Fiji Co-operatives Education Centre at Lami (112-114)</td>
<td>Employment Promotion</td>
<td>Study of the Rural Skill Formation Programme in Korea (78)</td>
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<td>FIJIAN</td>
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<td>Assistance in the training of managers; work study, quality control and plant maintenance specialists (95, 111)</td>
<td>Employment Promotion</td>
<td>Study of Consultative machinery in India (122)</td>
<td>Study of the Rural Skill Formation Programme in Korea (78)</td>
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<td>Assistance to set up the proposed Industrial Relations Institute (146)</td>
<td>Assistance in the formulation of a national wage and income policy (144)</td>
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<td>Country</td>
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<td>Workers' Education</td>
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<tr>
<td>INDIA</td>
<td>Capacities</td>
<td>Courses of the Indian Institute of Workers' Education, Bombay</td>
<td>Visits to countries where economic research assignment of experts in industrial relations, well-developed fellowships to study journalism, library services, motivational programming, visualisation and communication and planning of courses for rural workers (118)</td>
<td>Visits to countries where economic research assignment of experts in industrial relations, well-developed fellowships to study journalism, library services, motivational programming, visualisation and communication and planning of courses for rural workers (118)</td>
<td>The experience of the Institute of Applied Manpower Research in consultancy advisory work</td>
<td>On-the-job training at the Central training Institute for Research and Training in the Employment Service (CIRTES) (124)</td>
<td>On-the-job training at the Central training Institute for Research and Training in the Employment Service (CIRTES) (124)</td>
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<tr>
<td>INDONESIA</td>
<td>Needs</td>
<td>Assistance to set up the proposed workers' education programme (146)</td>
<td>Assistance to reorganise the labour market information and placement service (143)</td>
<td>Assistance to reorganise the labour market information and placement service (143)</td>
<td>Assistance to reorganise the labour market information and placement service (143)</td>
<td>Assistance to upgrade the skills of occupational safety and health supervisory staff. Experts and testing equipment for the Safety Workshop/Laboratory (145)</td>
<td>Assistance to upgrade the skills of occupational safety and health supervisory staff. Experts and testing equipment for the Safety Workshop/Laboratory (145)</td>
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<td>Country</td>
<td>Capacities and Needs</td>
<td>Vocational Guidance</td>
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<td>insurance, work</td>
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<td>services from the</td>
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<td>INDONESIA</td>
<td>Capacities</td>
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<td>Strengthening</td>
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<td>The Central</td>
<td>Training for Institute,</td>
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</table>

The experience gained from labour-intensive rural works projects of the Village Development Programme and of the Indonesian Volunteer Workers' Service

(133, 134)

Assistance in any form to strengthen the country's participation of small-scale entrepreneur-programme

(148)

Labour-intensive methods in forestry and forest workers training

(149)

The machinery which exists at the national/state and industry levels (122)

Visits by trade union representatives to countries where "tripartism" is well developed (130)

(135)
<table>
<thead>
<tr>
<th>Country</th>
<th>Capacities and Needs</th>
<th>INDUSTRIAL RELATIONS</th>
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<tbody>
<tr>
<td></td>
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<td>IRAN</td>
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<td>Needs</td>
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<tr>
<td>JAPAN</td>
<td>Capacities</td>
<td>The Japan International Cooperation Agency (JICA) can organise courses in a variety of subjects in labour and related fields (168)</td>
</tr>
<tr>
<td>Country</td>
<td>Capabilities and Needs</td>
<td>Workers' Education</td>
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</table>

**Australia** in restructuring the employment service for it to perform a wider range of functions than at present (165).

The experiences of, and material support from, the major trade union organisations (176). Experience of the Japan Federation of Employers' Associations (176).

The computerised labour market information service (171).
<table>
<thead>
<tr>
<th>Country</th>
<th>Capacities and Needs</th>
<th>Vocational Guidance</th>
<th>Vocational Rehabilitation</th>
<th>Vocational Training</th>
<th>Social Security</th>
<th>Occupational Safety &amp; Health</th>
<th>Labour Statistics</th>
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<tbody>
<tr>
<td>IRAN</td>
<td>Capacities</td>
<td></td>
<td>The facilities and programmes of the National Iranian Society for Rehabilitation of the Disabled (166)</td>
<td>Courses at the Vocational Training Centre, Karadji (152) Experience of the National Instructor Training Institute in developing modules of employable skills (153)</td>
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<td>The courses at the School of Occupational Health and Safety when further developed (158)</td>
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<tr>
<td>JAPAN</td>
<td>Capacities</td>
<td>Facilities and Programmes of the National Institute of Vocational Research (172)</td>
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<td>Facilities and Programmes of the National Institute of Industrial Health and the Research Institute of Industrial Safety (173)</td>
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<td>I</td>
<td>Capacities</td>
<td>Courses at the Industrial Management Institute as also the organisation and activities of the Institute (156)</td>
<td>Experience gained from the Non-farm Training Project after a further assessment of the experience and results (159-164)</td>
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<td>The facilities of the Japan Productivity Centre (175)</td>
<td>Training and Research facilities in Agricultural extension etc. (174)</td>
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Seminars and Training Courses at the Institute of Population Problems (170)
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<td>The establishment and working of the Code of Conduct developed with the collaboration of the Malaysian Trade Union Congress and the Malaysian Council of Employers' Organisations (184)</td>
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<td>The courses offered by the Federation of Korean Trade Unions and documents produced by the FKTK (180)</td>
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<td>To study abroad the functioning of a well-organised Employers' Organisation secretariat (189)</td>
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<td>The organisation and functioning of MARA Vocational Training Institutes (186, 187)</td>
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<td>The experience of the Korean Productivity Centre in its research services to members covering industrial relations and wages questions (181)</td>
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<td>The National Institute of Public Administration (188)</td>
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<td>Strengthening of the staff of the Department of Labour is the main need and this could be accomplished by (a) sending staff to such countries as India, Malaysia and the Philippines for observation and study of Labour Departments in these countries (b) making available the services of an expert for about two years (192-194)</td>
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<td>Short-term courses under the Department of Labour (218)</td>
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<td>Lecturers in industrial relations subjects for teaching at the Industrial Relations Centre of the University of Victoria (221)</td>
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- Training abroad in hotel and catering trades in countries such as Singapore, Thailand, Indonesia (198)
- Assistance in developing vocational training programmes (199-201)
- The special vocational counselling techniques of the Employment Service (211)
- The experiences of the vocational and administration system, training of a compact scheme advisory service of social security (208) (213)
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<td>Opportunities for training of the staff of the Industrial services Centre</td>
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<td>to study management development and application of appropriate technologies; e.g. in India</td>
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<td>Various schemes of the Department of Labour</td>
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<td>Certain features of industrial relations in Pakistan are interesting for study by other countries, particularly after deeper roots are taken to meet the needs described below. (223-232)</td>
<td>- A tripartite mission to countries with good labour-management relations practices and related activities</td>
<td>- The visit to Pakistan of experienced Asian personnel to assist in an evaluation of the scheme for workers' participation in management</td>
<td>- Training abroad of conciliation personnel</td>
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<td>On-the-job training with the Division of General Administration, Department of Labour in a variety of labour administration concerns (274)</td>
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<td>The facilities and experience of the Industrial Relations Division in maintaining good labour management relations (275)</td>
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<td>Training of Trade Union leaders in institutions such as ALEC in the Philippines; Printing and other Equipment (239-243)</td>
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<td>The programmes of the Bureau of Industrial Organisations both through visits of officers of the Bureau to countries needing this assistance and by visits of trade union officials of these countries to the Bureau (279-280)</td>
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<td>Experience of other countries in developing modules of employable skills could be of value (247-250)</td>
<td>Visits by officials to study social security schemes in operation in other Asian countries (236-238)</td>
<td>-Training abroad of personnel to well-developed labour expert advice in safety education and in testing of equipment (262)</td>
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<td>Assistance in preparing work experience schedules for the apprenticeship Programme (270)</td>
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<td>A tripartite mission to selected countries to study productivity improvement measures e.g. Australia (233-235)</td>
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<td>Study of professional techniques of management in other countries (261)</td>
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<td>The Co-operative College, Laloki as a possible sub-regional training facility (282)</td>
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<td>Twinning possibilities between the Asian Labour Education Centre (ALEC) and similar centres elsewhere in training and research (287)</td>
<td>Assistance to the Trade Union Congress of the Philippines in its current efforts to reorganise its activities (294)</td>
<td>The experiences of the Employers' Confederation of the Philippines (293)</td>
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<td>Physical facilities of the National Trade Union Congress and its rich experience in trade union organisation (298)</td>
<td>The service offered to its members in the field of industrial relations by the Employers' Federation of Singapore (299)</td>
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<td>The Instructor trainer training facilities of the Institute of Skill Development of the NMYC which can be developed as a regional centre (286)</td>
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<td>The courses of the National Productivity Centre (305)</td>
<td>Staff Training</td>
<td>Facilities of the Staff Training and Development Institute used in collaboration with the ILO's International Institute of Labour Studies (297)</td>
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PART III

CONCLUSIONS AND RECOMMENDATIONS

The scope for regional technical co-operation

345. Sustained and balanced socio-economic development requires effective labour and manpower policies and programmes. Labour Ministries/Departments can be expected to play a key role in shaping such policies and implementing related programmes and schemes. Therefore, it is of the utmost importance to develop competent labour administrations, without which labour and manpower policies would be difficult to promote and programmes difficult to administer.

346. Efforts are being made to strengthen the role of Labour Ministries/Departments on their own as well as with help from other external sources, especially the ILO. (The team noted with appreciation the work being done by ARPLA and hopes that the funding constraints would soon be removed so that the project could function at its planned strength.) Even though much remains to be done, especially in extending the scope of Labour Ministry/Department's concerns to rural areas, Asian Ministries/Departments of Labour have now achieved varying degrees of competence in these respects and collectively possess the experience which can assist in further strengthening their role and collective self-reliance. Thus, there is considerable scope for regional technical co-operation among Asian Labour Ministries/Departments. To a degree, co-operation of this kind is already taking place particularly on a sub-regional basis in certain areas of Asia and the Pacific but there is clearly room for more such co-operation.

347. In the opinion of the team, a priority task to assist in strengthening Labour Ministries/Departments might well be to provide models of function and organisation to embrace the needs of the larger and smaller countries as well as of countries in various stages of development.

348. Attitudes to strengthening co-operation between Asian countries in labour and related fields were found to be both positive and highly encouraging. As shown in Part II of this report the team found numerous areas in which countries already had the capacity to extend assistance to other countries or whose experience could well be shared on a regional basis to enrich the programmes in all the countries concerned. In some cases, it is only particular aspects of certain programmes or institutions that have been identified as having the potential for such sharing of experience. Whatever the extent and scope of this capacity and experience in the countries concerned, the team was struck by the readiness and willingness to share them with others. The team noted a sense of pride and achievement in the countries in being able to share their programmes, experiences and institutional facilities as well as a desire to bring new and valuable experience to these programmes and institutions. The point was repeatedly made to the team of the greater relevance to Asian countries of experiences elsewhere in Asia under fairly similar conditions.
349. The team believes, however, that strengthening co-operation among Asian Labour Ministries/Departments must be a continuing concept. Viewed in this light, the team's efforts in identifying the scope for increased co-operation are but a step in this direction. It is important to ensure that the commitment to strengthening such co-operation on a continuing basis is built up through these initial programmes and that every opportunity and forum of Asian Labour Ministers is used to widen the scope of such co-operation in the light of experience gained.

350. There are, of course, problems in developing and strengthening co-operation among Asian Ministries/Departments of Labour in the labour and related fields. Some of these are:

(i) language;
(ii) lack of information on the programmes and experiences of Asian countries;
(iii) lack of financial resources;
(iv) lack of effective co-ordinating machinery.

Ways of strengthening regional technical co-operation

351. The team feels that there are many ways in which effective co-operation can be brought about between Labour Ministries/Departments. Perhaps the most important of these is exchange of senior personnel (at policy advisory levels) between ministries and departments who would be given the opportunity to study the formulation of policies and their implementation. Such exchanges would be a valuable way of widening the perspective and understanding of these officials. They would also serve to increase the confidence of these senior officials particularly where new programmes are sought to be introduced or existing programmes extended in scope. Such exchanges of serving senior officials could take place over periods ranging from 6 to 8 weeks. Another way to bring about such co-operation is the exchange of expertise, provided the most flexible arrangements are made for such exchanges; and that the experts sent out for the purpose, work whenever possible not only as advisers, but as executives, training local officials in the process. (An analogous scheme of this kind functions as the OPAS scheme under UNDP). On-the-job training arrangements, either on a cost-sharing basis or on the basis of fellowships and study grants, could be another way of promoting regional co-operation. Yet another way in which co-operation could be strengthening is by organising seminars and training courses within the region, using the experience available within the region, for the purpose of upgrading professional knowledge. The value of linking or twinning of institutions as a way of promoting and strengthening regional co-operation should not be minimised. The systematic exchange of information could also play an important role in strengthening co-operation among Asian Labour Ministries/Departments. The information so exchanged should be put through a process of evaluation beforehand so that it seeks to identify particular strengths and weaknesses of programmes to which it pertains. Finally, the supply of specialised equipment and audio-visual aids, particularly in connection with occupational safety and health, workers' education and management development programmes, could also contribute to strengthening such co-operation.
Future arrangements for regional technical co-operation

352. As regards future arrangements for strengthening co-operation among Asian Labour Ministries/Departments, it is, of course, important not to duplicate or overlap with existing arrangements for the purpose, such as bilateral arrangements, Colombo Plan, etc. Indeed, as is evident from Part II of this report regional co-operation could be a valuable supplement to the pool of international aid and technical assistance now available to many countries.

353. It is clear to the team and confirmed during discussions that the ILO should play a co-ordinating role, through its Regional Office in Bangkok, in strengthening future co-operation but the machinery created for the purpose should not be elaborate. In the opinion of the team what is needed is the full-time services of a professional official who would function under the authority of the Regional Director and in close contact with the professional and other officials who are at the ILO's Regional Office. The team strongly advocates that Regional Advisers and specialist officials in various areas/specialities should have, as part of their terms of reference, the identification of capacities and needs for co-operative programmes among Asian Ministries/Departments of Labour.

354. The team feels that, because of UNDP's general interest in promoting technical co-operation among developing countries, that organisation might be willing to finance the appointment of such an official over a 4-5 year period of time. Alternatively, it is possible that the developed countries within the region might consider financing the appointment of this official.

355. Some of the functions to be discharged by the ILO in this co-ordinating role would be the following:

(i) maintaining continuing contact with the focal points within Ministries/Departments of Labour with a view to assisting countries in implementing agreed projects of co-operation and in identifying new areas for co-operation;
(ii) ensuring that there is no overlap or duplication with other regional projects;
(iii) setting up and operating an Information Clearing House which would:
   - cover such areas as labour legislation, labour productivity indices and rural development.
   - gather information in these areas from within the region;
   - screen it for its general usefulness;
   - arrange for its translation as appropriate into the required languages;
   - distribute to interested users;
   - maintain effective links with other similar schemes to mutual advantage;
(iv) promoting regional activities especially those designed for purposes of upgrading professional knowledge as may be needed by using the experiences of the ILO's International Institute of Labour Studies and the Turin Centre, but organising such activities in the region by utilising Asian experience available at various institutions and universities in the region;

(v) making such programming arrangements with the UNDP as would result in the allocation of as large a share as possible of the UNDP's regional IPF.

356. It is important that governments which have not so far appointed focal point officials should do so and that these officials together with members of the team on their return, and with the ILO official who will carry co-ordinating responsibilities, should continue to give thought as to how regional technical co-operation might be further promoted. The national focal point officials should also maintain contact with employers' and workers' organisations in the country. When the focal point machinery is in place on as wide a basis as possible, thought should be given to publishing and keeping up to date a compendium of facilities and needs on the basis of and beyond what is included in this report.

**Increased resources for regional technical co-operation**

357. A vital element in increasing co-operation amongst Labour Ministries/Departments is the allocation of a greater share of national and international resources for the purpose and more especially the building up of a separate fund exclusively for it. Existing multilateral (especially UNDP) and bilateral aid schemes are already being utilised to some extent to make better use of Asian experience for the benefit of other Asian countries. These arrangements should continue and should, in fact, be strengthened, for instance, as stated earlier, by seeking to utilise an increasing share of the UNDP's regional IPFs to support regional co-operation. Also, those officials in the ILO who are responsible for the programming and implementation of its technical co-operation activities (especially the recruitment of experts, placement of Fellows and the procurement of equipment) should not lose sight of capacities and facilities available in the region in these respects. The UNDP's Capital Development Fund, especially that which is in the form of equipment, should also be tapped for purposes of strengthening regional co-operation. But the use of funds and resources under these schemes is usually subject to national priorities, and, in the view of the team, priorities assigned to labour and related matters are often low. Consequently, the team is of the opinion that other means of financial support will have to be found to strengthen such co-operation. The sharing of costs between host and guest countries could certainly be one way, but the creation of a separate fund for the purpose would be of immense benefit as reliance on national resources alone would limit the substantial gains possible from regional co-operation. The team notes that there is almost unanimous support for the idea of a separate fund for regional co-operation provided no part of the contributions made to the fund is utilised for administrative purposes. It is hoped that, if such a fund is created, the developed countries in the region would make significant contributions to it, as these would represent a
unique support from them, to strengthen regional co-operation, which they are in a better position to offer with substantial multiplier effect. The team believes that the developing countries in the region could also make contributions to such a fund as well as employers' and workers' organisations in the region. It is also possible that countries and aid organisations outside the region might be willing to make contributions to such a fund.

**Regional co-operation at the level of trade unions**

358. The attitudes among trade union organisations to strengthening regional co-operation generally, and at their own particular level, are also positive and encouraging. The need for co-operation at the level of trade unions, in spite of much that is being done, is still great. These needs seem to lie primarily in the workers' education and industrial relations fields. Programmes and experiences in these fields in some countries offer substantial scope for regional co-operation. It is important that existing mechanisms, such as that of the ICFTU, should be fully utilised, before new means are thought of.

359. The ILO's efforts in the workers' education field also need to be greatly expanded, and ways must be found to assist trade unions in developing training activities designed to help them play a dynamic role in industrial relations and in understanding government policies, aimed, for example, at achieving higher employment, promoting rural development and raising real incomes.

**Regional co-operation at the level of employers' organisations**

360. The attitudes of employers' organisations to strengthening regional co-operation are equally positive and there is much scope for mutual co-operation in strengthening these organisations.

361. Exchanges of information about activities and of officials of these organisations among interested countries could have substantial pay-offs in building organisational competence and a responsible tripartite partnership in promoting harmonious industrial relations and in raising productivity. The team noted that the ILO has begun to support this action through the work of its Employers' Relations Officer attached to the Regional Office in Bangkok.

**Machinery for evaluation and review**

362. The progress made in promoting and further strengthening regional co-operation needs to be evaluated from time to time. This might be done either at the Annual Conference of Labour Ministers, or preferably, at the ILO's Asian Advisory Committee meetings.
LIST OF FOCAL POINT OFFICIALS

Afghanistan: Mr. Mohammad Taher Aslamyar, Directorate of Labour, Ministry of Mines and Industries, Kabul.

Australia: Mr. B.J. Watchorn, Assistant Secretary, International Relations Branch, Department of Employment and Industrial Relations, 239 Bourke Street, Melbourne.


Alternate: Mr. M.A. Misir, Assistant Manpower Analyst

India: Mr. K.M. Tripathi, Joint Director, Ministry of Labour and Employment, New Delhi.

Japan: Mr. Hideo Mori, Director, International Labour Affairs Division, Ministry of Labour, Government of Japan, Tokyo.

Republic of Korea: Mr. Yong Sye Cho, Chief, Labour Administration Section, Office of Labour Affairs, Seoul.

Malaysia: Mr. T. Ratnam, Deputy Director-General of Labour, Labour Department, Jalan Raja, Kuala Lumpur.

Nepal: Mr. Rabi Deb Sharma, Director, Department of Labour, Ram Shah Path, Kathmandu.

New Zealand: Mr. Jones, Director, Research and Planning Division, Department of Labour, Wellington.

Pakistan: Mr. Mahmood Akhtar, Central Labour Adviser, Labour Division, Islamabad.

Papua New Guinea: Mr. Henry Aitsi, Department of Labour and Industry, P.O. Box 5644, Boroko.

Philippines: Chief of the International Labour Affairs Service, Department of Labour, Gusaling-Phoenix/Intramuros, Manila.

Singapore: Mr. Chin Ming Lek, Assistant Secretary, Ministry of Labour, Havelock Road, Singapore.

Sri Lanka: Mr. V.P. Karunaratne, Deputy Commissioner of Labour (Employment), Labour Secretariat, Colombo.
### APPENDIX II

**ITINERARIES OF EXPERT GROUPS**

**GROUP I: Mr. W.K. Allen and Mr. K. Pathmanaban**

| Location     | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  | Dep  | Arr  |
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| Dacca        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Kathmandu    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| New Delhi    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Kalka        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Simla        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Chandigarh   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| New Delhi    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Bombay       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Karachi      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Rawalpindi   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Lahore       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Karachi      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Rawalpindi   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Teheran      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Kabul        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Bangkok      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
GROUP II:  Mr. P.B. Bist and Mr. R.A. Majumdar

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GROUP III:  Mr. Ali Mohammed Zakarya and Mr. Muinuddin Khan

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Title of Project: RBTC/76/01 (RAS/75/041) – Regional Team of Experts on Technical Co-operation in the Labour and Related Fields among Countries in the Asian Region

Title of Post: Member of the above Team

Duration of Appointment: Two months

Starting Date: 15 March 1976

Description of Duties

The expert will be a member of the Regional Team of Experts on Technical Co-operation in the Labour and Related Fields among Countries in the Asian Region and, in that capacity, will visit a number of Asian countries as a member of one of the groups constituted under the Team. His duties will be as follows:

Specific duties:

1. To identify training institutions, facilities and services which are capable of being utilised for technical co-operation among countries themselves;

2. To assist the competent authorities in the countries concerned in arriving at decisions concerning facilities and services which could be offered for TCDC. Final decision would rest with the Government of each country;

3. In considering institutions, facilities and services for TCDC purposes, the expert will focus attention on the following priority areas:
   - Occupational Safety
   - Social Security
   - Industrial Relations
   - Manpower Services
   - Labour Statistics

4. In the course of his work the expert would take note of the past experiences of countries themselves in bilateral and multilateral co-operation.
5. The expert will familiarise himself with experience gained in regional co-operation under UNDP/ILO projects:

(i) Asian Regional Team for Employment Promotion (ARTEP)

(ii) Regional Programme for Strengthening Labour/Manpower Administration in Asian Countries (ARPLA)

Briefing regarding the work done under these projects will be given in Bangkok.

**General**

(1) In the course of visits to countries, consultations should be held with the following: Directors of ILO Area Offices (wherever they exist), Chief Technical Advisers of UNDP/ILO projects and UNDP Resident Representatives.

(2) Programmes to be developed under this project should have the support of employers' and workers' organisations. It is, therefore, essential that consultations should be held with representatives of employers' and workers' organisations in the countries to be visited.

(3) The Institutions to be selected for the purpose of technical co-operation should be centres of excellence. It would be an advantage if they have the experience of having provided training to nationals of other countries.

(4) Enquiries in the countries to be visited should be made on the basis of a uniform or standard questionnaire for assessing institutional suitability. This questionnaire will be provided before the start of missions under the project.

(5) The expert should bear in mind that all future developments in connection with this project will be co-ordinated by the ILO Regional Office for Asia in Bangkok.

(6) Further elaboration of these terms of reference will be provided during briefing of the experts at the ILO Regional Office for Asia in Bangkok.