PART II

ACTIVITIES OF THE ILO, 1984
HUMAN RIGHTS AND INTERNATIONAL LABOUR STANDARDS

General discussion on international labour standards

Part I of the Director-General's Report to the 70th Session of the Conference was devoted to a review of the ILO's standard-setting activities and supervisory procedures. Its aim was to elicit, through a discussion in plenary sitting of the Conference, the views of the governments, employers and workers of member States on future policies and action in this field, including:

— the general approach to the adoption, revision, consolidation and implementation of standards;

— improvements in the procedures for the adoption of Conventions and Recommendations with a view to ensuring that the subjects chosen for standard-setting and the contents of the instruments adopted respond as fully as possible to the needs and aspirations of the entire membership of the Organisation, that the adoption of standards benefits from wide-ranging prior tripartite consultations as well as from thorough discussion at the Conference, and that the right balance is secured between the aim of promoting social advance and the need to make allowance through elements of flexibility for differences in levels of development;

— clarification of the principles underlying supervision of compliance with the obligations accepted in respect of ILO standards and of the legal nature and effects of the work of the various supervisory bodies;

— means of resolving situations in which the views of the supervisory bodies are contested by the State concerned;

— measures to assist member States to participate more actively in drawing up Conventions and Recommendations and to promote the implementation of these instruments;

— measures to ensure adequate co-ordination of the standard-setting work of international organisations.
An analysis of the Conference discussion was presented to the Governing Body at its 228th Session (November 1984). It noted general agreement concerning the continuing importance of the ILO's standard-setting work, as a means of promoting harmonious economic and social development in conditions of freedom and of providing models for policies, legislation and practice. It was emphasised during the discussion that ILO standards must respond to the needs of the entire membership. Wherever necessary, existing standards should be revised to adapt them to those needs. Furthermore, the entire membership should be able to participate effectively in the standard-setting process, both in the selection of topics and in the formulation of standards.

On the basis of proposals made by the Office in the light of the Conference discussion, the Governing Body adopted a series of measures. It decided to establish a working party to review the classification of existing ILO standards and possible items for future standard-setting approved by the Governing Body in 1979 and to consider the future orientation of standard-setting, including its pace and the balance between revision and consolidation of existing standards and the adoption of instruments on new topics. It asked the Programme, Financial and Administrative Committee to review discussions which had taken place between 1974 and 1976 on the question of financing of delegations to the Conference and to consider further action on that question. A number of issues relating to procedure, including improvements in the methods of selecting Conference agenda items intended to lead to the adoption of standards and in the process of drawing up Conventions and Recommendations, were referred to the Committee on Standing Orders and the Application of Conventions and Recommendations. That Committee was also asked to consider the possibility of discontinuing detailed reporting on out-of-date Conventions.

A number of other measures are due to be taken by the Office or to be given consideration in the framework of future programme and budget proposals. They include an analysis of flexibility clauses in Conventions, a study of the feasibility of having the meetings of the Committee of Experts on the Application of Conventions and Recommendations earlier, the simplification of the chart of ratifications, the simplification of forms for reports on the application of ratified Conventions, the intensification of promotional measures in the field of standards, measures to promote the implementation and acceptance of the Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144), consideration of further measures to assist occupational organisations to deal with questions relating to ILO standards, and a systematic study of the links between ILO standards and technical co-operation programmes.

The Conference will be kept informed, through the reports of the Governing Body and of the Director-General, of further developments regarding the above-mentioned matters.
Ratification of Conventions

In 1984, 30 ratifications by 15 member States were registered (Europe: 15; the Americas: 11; Africa: 4). The Government of the People's Republic of China notified the Director-General of its recognition of ratification of 14 Conventions which had been ratified before 1 October 1949; 23 ratifications registered after that date were cancelled. The total number of ratifications is 5,167.

On 31 December 1984 the state of ratification of Conventions on basic human rights and tripartism was as follows:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Number of ratifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)</td>
<td>97</td>
</tr>
<tr>
<td>Right to Organise and Collective Bargaining Convention, 1949 (No. 98)</td>
<td>113</td>
</tr>
<tr>
<td>Workers' Representatives Convention, 1971 (No. 135)</td>
<td>41</td>
</tr>
<tr>
<td>Rural Workers' Organisations Convention, 1975 (No. 141)</td>
<td>25</td>
</tr>
<tr>
<td>Labour Relations (Public Service) Convention, 1978 (No. 151)</td>
<td>16</td>
</tr>
<tr>
<td>Collective Bargaining Convention, 1981 (No. 154)</td>
<td>4</td>
</tr>
<tr>
<td>Forced Labour Convention, 1930 (No. 29)</td>
<td>128</td>
</tr>
<tr>
<td>Abolition of Forced Labour Convention, 1957 (No. 105)</td>
<td>109</td>
</tr>
<tr>
<td>Equal Remuneration Convention, 1951 (No. 100)</td>
<td>105</td>
</tr>
<tr>
<td>Discrimination (Employment and Occupation) Convention, 1958 (No. 111)</td>
<td>107</td>
</tr>
<tr>
<td>Employment Policy Convention, 1964 (No. 122)</td>
<td>70</td>
</tr>
<tr>
<td>Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144)</td>
<td>35</td>
</tr>
</tbody>
</table>

In 1984 the number of denunciations unaccompanied by the ratification of a revised Convention remained unchanged at 45.

Committee of Experts on the Application of Conventions and Recommendations

At its March 1984 Session (the 54th since it was set up in 1927) the Committee of Experts discharged its supervisory functions as regards compliance by member States with their obligations under the ILO Constitution in respect of international labour standards.

Some 2,500 reports were received from governments for examination by the Committee, which formulated approximately 1,500 comments in the form either of observations published in its report or of direct requests to governments. The Committee again expressed its appreciation of the efforts made by many governments (no less than 56 cases in 42 countries) to bring their
national law and practice into conformity with the Conventions they have ratified. The number of instances of progress recorded by the Committee was thus raised to more than 1,500.

The Committee devoted particular attention to the problems of the implementation of the Employment Policy Convention, 1964 (No. 122). It found some cause for cautious optimism based upon attempts made by governments to secure improvements in furthering the aims of the Convention in the face of conditions of world economic recession. In this regard, the Committee drew attention in particular to the growth in the number of women wishing to enter or to re-enter the workforce, the difficulties involving productive employment and free choice of employment generally, and the need for decisions of overall economic policy on such questions as public expenditures and fiscal and monetary policy involving closer co-ordination with the international organisations concerned, including the International Monetary Fund and the World Bank. It also continued its examination of the question of the application of ratified Conventions to offshore installations and export processing zones, and again requested governments to provide information in their reports on these questions and invited employers’ and workers’ organisations to send their comments.

The general survey of national law and practice in ILO member States prepared by the Committee in 1984 dealt with the questions of working time as covered in the Reduction of Hours of Work Recommendation, 1962 (No. 116), the Weekly Rest (Industry) Convention, 1921 (No. 14), the Weekly Rest (Commerce and Offices) Convention, 1957 (No. 106), and Recommendation, 1957 (No. 103), and the Holidays with Pay Convention (Revised), 1970 (No. 132).

Direct contacts and promotional activities

The procedures of direct contacts carried out by a representative of the Director-General and other missions concerning matters connected with standards continued to prove extremely valuable in the vast majority of cases. In 1984 direct contacts or other missions of this kind took place in Argentina, the Netherlands, Pakistan and Turkey. Furthermore, the regional advisers on international labour standards made regular visits to countries in Latin America and the Caribbean, Africa (English- and French-speaking), and Asia and the Pacific.

Other promotional activities were carried out through individual and group training. Fellowships were granted to 16 officials from 13 countries and one international trade union federation for courses in Geneva and to fellows from the International Institute of Human Rights in Strasbourg. National seminars on international labour standards were held in Bangladesh, Costa Rica, India and Sri Lanka. A regional seminar on international labour standards for officials from countries in the Asian-Pacific region was held in Manila and a subregional seminar for Portuguese-speaking African countries was held in Angola.
Representations and complaints

In respect of the complaint under article 26 of the ILO Constitution concerning the observance by Panama of the Repatriation of Seamen Convention, 1926 (No. 23), the Officers’ Certificates of Competency Convention, 1936 (No. 53), and the Food and Catering (Ships’ Crews) Convention, 1946 (No. 68), the Governing Body continued to suspend action pending the adoption by Panama of measures to implement decrees, drawn up in connection with an ILO technical co-operation project, which give legislative effect to Conventions Nos. 53 and 68. The Government of Panama has requested ILO technical assistance in this regard.

A number of representations filed under article 24 of the ILO Constitution were also handled. The Governing Body approved the report of the committee set up to examine the representation of the Belgian General Federation of Labour alleging non-observance by Belgium of the Hours of Work (Industry) Convention, 1919 (No. 1), the Night Work (Women) Convention, 1919 (No. 4), the Night Work of Young Persons (Industry) Convention, 1919 (No. 6), the Weekly Rest (Industry) Convention, 1921 (No. 14), the Night Work (Women) Convention (Revised), 1934 (No. 41), the Night Work (Women) Convention (Revised), 1948 (No. 89), and the Social Security (Minimum Standards) Convention, 1952 (No. 102).

The Governing Body also approved the report of the committee established to examine the representation of the Confederation of Private Employers of Bolivia alleging non-observance by Bolivia of the Minimum Wage-Fixing Machinery Convention, 1928 (No. 26), and the Minimum Wage Fixing Convention, 1970 (No. 131). The Governing Body further adopted the report of the Committee established to examine the representation filed by the National Trade Union Co-ordinating Council of Chile alleging non-observance by Chile of the Hours of Work (Industry) Convention, 1919 (No. 1), the Unemployment Convention, 1919 (No. 2), the Forced Labour Convention, 1930 (No. 29), the Hours of Work (Commerce and Offices) Convention, 1930 (No. 30), and the Employment Policy Convention, 1964 (No. 122).

Concerning the representation made by the Confederation of Costa Rican Workers, the Authentic Confederation of Democratic Workers, the United Confederation of Workers, the Costa Rican Confederation of Democratic Workers and the National Confederation of Workers alleging non-observance by Costa Rica and by the International Monetary Fund of Conventions Nos. 11, 81, 87, 95, 98, 102, 122, 127, 130, 131, 135, 144 and 145, the Governing Body declared the representation irreceivable as against the International Monetary Fund. It referred to the Committee of Experts the question of submission of two Conventions to the competent authorities, a matter also raised in the representation. The Governing Body set up a committee to examine the allegations made in the representation, except with regard to those relating to Conventions Nos. 11, 87, 98 and 135, which were referred to the Committee on Freedom of Association.
Regarding the representation presented by the General Confederation of Portuguese Workers against Portugal, aspects concerning Conventions Nos. 87, 98 and 135 were also referred to the Committee on Freedom of Association. The Governing Body set up a committee to examine the other portions of the representation alleging non-observance by Portugal of Conventions Nos. 29, 81, 95, 105, 129 and 132. It also established a committee to examine the representation made by the World Federation of Trade Unions alleging failure by the Federal Republic of Germany to implement the Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

Freedom of association

The Governing Body Committee on Freedom of Association held three meetings during 1984. It submitted five reports to the Governing Body, containing final or interim conclusions in respect of 133 cases. This represents an increase of approximately one-third in the number of cases concerning the alleged violation of trade union rights which were under consideration as compared with the previous year. It is thus to be observed that the increase in the volume of cases which was noted in last year's report has continued, at an even more rapid rate than was noted on that occasion. The average number of cases pending before the Committee at each of its meetings has also continued to rise, and has now reached 110. Some 70 new cases were submitted for consideration during the course of 1984. A significant number of the cases before the Committee appear to be related to situations in countries in which trade union freedom in general is not threatened and individual liberty is not at stake, but which nevertheless involve problems of considerable legal and political complexity.

A number of visits were made to countries in the context of the special procedures for the examination of complaints of alleged violation of trade union rights. At its 228th Session (November 1984) the Committee had before it the report of the representative of the Director-General concerning a direct contacts mission to Turkey. An interim report concerning this case was approved by the Governing Body at its November 1984 Session. At the request of the Government of Argentina, a consultative mission was sent by the International Labour Office to Argentina in May-June 1984. After various consultations the mission made suggestions to the Government on the guidelines which might be followed in the new trade union legislation which was under preparation.

In two cases, concerning Nicaragua and Turkey, the Committee decided at its meeting in May 1984 to have recourse to the procedure whereby the Chairman of the Committee makes contact with the Government representatives attending the International Labour Conference. Such contacts were made during the 70th (1984) Session of the International Labour Conference when an exchange of views took place with the Government representatives of the two countries concerned.

The Commission of Inquiry instituted under article 26 of the ILO Constitution to examine the complaint on the observance by Poland of the
Activities of the ILO, 1984

Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87), and the Right to Organise and Collective Bargaining Convention, 1949 (No. 98), presented by delegates at the 68th Session of the International Labour Conference, adopted its report in May 1984. The report was transmitted to the Government in June 1984. At its 228th Session (November 1984) the Governing Body took note of it. On 17 November the Government of Poland gave notice in a letter to the Director-General of its intention to withdraw from the ILO.

Special studies of the trade union situation and the industrial relations systems in selected countries of Europe

These studies are being undertaken in response to resolutions adopted by the Second and Third European Regional Conferences held in 1974 and 1979. Their aim is to provide an objective analysis of the trade union situation and of industrial relations in the countries concerned and to consider the basic issues which arise in these fields in the light of relevant ILO standards and principles. In 1984 the Governing Body authorised publication of the two studies relating to Hungary and Norway, which had been completed in 1983. A further two, relating to Spain and Yugoslavia, were completed in 1984 and discussed by a working group of the Governing Body. A study relating to Austria was also initiated.

Legislative information

Three issues of the Legislative Series, each containing a chronological list of legislation, were published in English, French and Spanish during 1984.

After its reorganisation in 1984, the Legislative Information Branch (the former Legislative Series Branch) started its new activity as a focal point of information on labour legislation, intended to contribute to the progressive linking of the information programmes of the ILO, and set up a data base on labour and social security legislation. The computerised data now include the General Subject Index (1919-83), the chronological index (1919-83) to the Legislative Series, both published in 1984, and lists of recent legislation, distributed three times a month in English, French and Spanish.

PROMOTION OF EQUALITY

Equal rights

A new Special Report of the Director-General on the Application of the Declaration concerning the Policy of Apartheid in South Africa (updated in 1981) was prepared and submitted to the Conference at its 70th Session in June 1984. It was the twentieth such report since the adoption of the original Declaration in
1964. The Report included information on action taken by the ILO constituent Members during the preceding year and a summary of an analysis of information received which had earlier been submitted to the Committee on Discrimination of the Governing Body at its 225th Session (February-March 1984).

Following a recommendation made by the Conference Committee on Apartheid at its 69th Session in June 1983, the ILO convened a Tripartite Conference on Apartheid which was held in Lusaka, Zambia, in May 1984. The Conference adopted a number of conclusions relating to strengthening of technical and financial assistance to the southern African region and improvements in the monitoring of the Declaration’s implementation. The conclusions of the Tripartite Conference, as well as the Director-General’s Special Report, were considered in June 1984 by the Conference Committee on Apartheid, which adopted a number of recommendations for strengthening the activities of the ILO and those of its constituent Members in the struggle against apartheid.

At the Governing Body’s 228th Session (November 1984) the Committee on Discrimination further discussed these recommendations and the development of financial and technical assistance to the victims of apartheid in the southern African region. Progress continued on the implementation of externally financed projects in the fields of vocational training, vocational rehabilitation, labour administration, employment, rural development, workers’ education and migrant workers. In addition, the ILO earmarked more than US$100,000 in regular budget technical co-operation (RBTC) credits for fellowships and projects during this period. Additional voluntary contributions and offers of fellowships were also received from ILO Members. The ILO furthermore undertook a preliminary review of its overall programme in the southern African region during 1984.

As part of the general programme of promotional activities to foster observance of the principles of equal rights and opportunities in employment, the series of regional tripartite seminars initiated in the preceding biennium was continued with a Caribbean tripartite seminar held in St. Vincent in October 1984.

Other activities during 1984 included the examination of over 100 reports from countries which have ratified the Conventions on non-discrimination and equal remuneration. The Office also continued to carry out research, provide advice, prepare reports and publish information and articles in the relevant fields, especially in the International Labour Review and the Social and Labour Bulletin.

A further report on the situation of workers of the occupied Arab territories was prepared on the basis of missions undertaken at the beginning of the year and was submitted to the International Labour Conference at its 70th Session, in accordance with the 1980 Conference resolution on this subject. Measures were also taken to elaborate and implement projects of assistance, as requested in the same resolution. More detailed information is provided in the Appendices to the present Report (Appendix III).
Young and older workers

Co-ordination activities concerning young and older workers continued throughout 1984 both outside and within the Office in connection with the preparations for the International Youth Year (1985) and the follow-up of the World Assembly on Ageing (1982).

As regards young workers, the Office played an active part in the preparation of the International Youth Year, attended the Third Session of the United Nations Advisory Committee for the International Youth Year and participated in a number of meetings organised by governmental and non-governmental regional bodies.

As regards the follow-up to the World Assembly on Ageing, the Office participated in technical meetings and issued a monograph on older workers and retired persons.

Women workers

ILO activities to promote better working and living conditions for women workers are detailed in different parts of this Report, especially in the sections dealing with the major programmes concerning international labour standards, employment and development, training and PIACT. The present section concerns the work of the women workers’ questions programme in promoting equality of opportunity and treatment and better working and living conditions for women workers and better understanding of discrimination against women in employment and its harmful effects on economic and social development. As part of this programme, the Office for Women Workers’ Questions is charged with ensuring overall co-ordination of work on these issues in the International Labour Office.

An important feature of the programme’s work in 1984 was the assessment of women’s participation in economic life and the promotion of policies and activities for the advancement of women workers. Work was undertaken in preparation for the World Conference of the United Nations Decade for Women (Nairobi, July 1985) and for the general discussion of equality of opportunity and treatment for men and women in employment at the 71st Session of the International Labour Conference (Geneva, June 1985).

Contributions were also prepared for the employment-related parts of several inter-agency reports for the Nairobi Conference, including a world survey on the role of women in development and reports on statistics and indicators of the situation of women and forward-looking strategies for the advancement of women. Work was also completed on a survey on maternity benefits in the 1980s, published in issue 1984/2 of Women at Work, and of the section “Women at work” of the second volume of the World labour report.

Taking into consideration the fact that technical co-operation projects play an important role in the implementation of ILO standards in favour of working women, the Office for Women Workers’ Questions collaborated with ILO technical units and other United Nations agencies in the assessment of technical
co-operation projects and in the improvement of their women’s components. Within this framework the unit has contributed to the United Nations inter-agency assessment of technical co-operation projects in four selected countries and provided technical advisory services to ILO units in designing, implementing and evaluating projects having a direct or indirect influence on the living and working conditions of women.

The preparations for the World Conference in Nairobi marking the end of the United Nations Decade for Women necessitated considerable co-ordination with the United Nations Commission on the Status of Women (Vienna), acting as the preparatory body for the Conference, and with United Nations agencies, intergovernmental and non-governmental organisations. The Office for Women Workers’ Questions also participated in a number of regional meetings.

Information activities continued to be given high priority. Two special larger issues of *Women at Work* were published as an ILO contribution to the United Nations Decade for Women. The first was devoted to employment for women (1975-85) and the second to protection of working mothers (1964-84). A *Cumulative Index for Women at Work* was prepared, as was a series of bibliographies on women’s questions.

**Migrant workers**

Studies were issued in working paper form on (a) migrant workers in an irregular situation in Greece, Italy, Spain and Venezuela; (b) the outflow of skilled workers and labour market adjustments in the cases of Argentina, Jordan and Uruguay; (c) project-tied workers moving from Indonesia, the Philippines or Thailand to the Middle East or to Malaysia and Singapore. An article in the *International Labour Review* dealt with the policy issues involved in labour migration from South and South-East Asia.

Asian migrant-sending countries exchanged views on overseas employment administration at a seminar in May 1984. A tripartite inter-regional round table involving Arab and Asian countries met in September 1984 to discuss the problems faced by migrant workers, their causes and solutions, and the information needed on these problems.

The ILO continued its active participation in the elaboration of the International Convention on the Protection of the Rights of All Migrant Workers and Their Families and provided assistance to the Economic Community of the Great Lakes Countries (CEPGL) regarding freedom of movement for migrant workers among Burundi, Rwanda and Zaire. The latter activity culminated in a joint CEPGL/ILO seminar.

In the context of the UNDP/ILO European Regional Project for Second-Generation Migrants, which completed its training activities, a further tripartite seminar was held in Belgrade (Yugoslavia) concerned with the problems of voluntary return. Under a joint UNHCR/ILO project on the integration of migrant workers and refugees, several activities were undertaken to assist such persons to enter productive employment in several Latin
American countries. The first phase of a joint ICM/ILO project on the resettlement of migrants from El Salvador in Argentina was initiated.

LABOUR RELATIONS

In 1984 research was begun on recent trends in collective bargaining in industrialised market economy countries, with a view to updating the publication *Collective bargaining in industrialised market economies* (1974). In this research emphasis is being placed on developments in collective bargaining in the past decade in the context of recession, unemployment and inflation. In the course of the year, seven of ten planned country monographs were published in the *International Labour Review*. The country studies will be followed by a comparative study. Meanwhile the volume *Collective bargaining: A response to the recession in industrialised market economy countries* appeared in 1984.

In the course of the year, two country monographs on the settlement of labour disputes in public service employment were completed, in addition to the seven completed in 1983, and a comparative survey was prepared. These studies focus on developments in labour relations and the settlement of disputes in the public service in the context of the economic difficulties experienced in recent years in many countries.

The country studies on the protection of workers in the event of the insolvency of their employer launched in 1983 were completed, and a comparative study was prepared for a meeting of experts to be held on this subject in 1985.

An article on "Aspects of labour law and relations in selected export processing zones" was published in the *International Labour Review*, and a manuscript was prepared on the procedures through which migrant workers may seek to redress grievances related to their employment.

A manuscript was prepared for publication on indirect forms of remuneration (i.e. wage supplements and fringe benefits), consisting of an international overview of the elements of total remuneration and the economic and social factors affecting them. Also, a contribution on equal pay for men and women was made to the report on *Equal opportunities and equal treatment for men and women in employment* submitted to the present session of the Conference. A project was launched to develop a better knowledge base on pay systems, with a view to promoting their reform where appropriate.

Technical co-operation activities in the field of labour relations continued to expand in 1984. Missions to advise governments on the revision of their labour legislation were carried out in Djibouti, the Gambia, Guinea-Bissau, Sao Tome and Principe and the Sudan. Assistance was given to a number of Caribbean countries by the Caribbean subregional advisers on labour legislation and relations and on labour administration. The Office also commented on draft labour legislation communicated to it by governments, as in the case of Mozambique and Zimbabwe. In addition, technical co-operation missions were undertaken to the Institute of Labour Relations in São Paulo, Brazil, in
connection with an ILO/UNDP project in the field of labour law, labour relations and employment policies, as well as to Colombia, to advise the Government on collective bargaining in the public sector. Projects were also implemented in Ethiopia to give advice on national wage policy reform and in India to give advice on job evaluation in public administration. In addition, missions were undertaken to Colombia to investigate labour costs and productivity in the manufacturing sector as part of a World Bank team and to Mauritius to initiate a study of government wage policy in connection with loans provided by the World Bank. Technical advisory services were also provided to a number of countries with a view to advising governments on labour relations and wage policy questions. Several meetings, including national and subregional seminars, were held in connection with technical co-operation activities.

LABOUR ADMINISTRATION

Following the series of tripartite missions to evaluate the effectiveness of labour inspection in seven industrialised countries in Europe completed in 1983, preparatory work was started during 1984 for a tripartite symposium to be held in 1985 on labour inspection in these countries. This preparatory work included the translation of the reports of the missions and the preparation of a comparative analysis.

In the light of the positive response of the countries which received these missions it was decided to follow up this activity with a series of tripartite labour inspection missions to developing countries. A mission to Peru was completed during 1984 and the preparation of the report is now in progress. This mission, the first of its kind to a developing country, aroused a great deal of interest and there are indications that several other Latin American countries would like to receive similar missions in the future.

The activities of the International Association of Labour Inspection (IALI) continued to receive ILO support, including assistance to the Fourth Congress of the IALI which was held at ILO Headquarters in June 1984.

Missions were carried out to several countries to provide technical advice on labour administration questions and on numerous occasions replies, advice and information were given to technical queries from ILO constituents.

The main vehicle for the technical co-operation activities of the labour administration programme continued to be the five regional labour administration centres, namely the African Regional Labour Administration Centre for English-speaking countries (ARLAC), the African Regional Centre for Labour Administration for French-speaking countries (CRADAT), the Asian and Pacific Project for Labour Administration (ARPLA), the Inter-American Centre for Labour Administration (CIAT) and the Caribbean Labour Administration Centre (CLAC). The work of the regional labour administration centres was supplemented by the advisory services which were provided by two regional labour administration advisers. Additional assistance was provided to several countries through national projects.
During the year several national technical assistance projects were completed. These included a project in Djibouti begun in 1980 to reinforce the system of labour administration, which led to the creation of an institutional base in the domain of labour and employment capable of contributing to the economic and social development of the country, and a one-year project in Rwanda to reorganise the employment service operations in the Employment Division of the Ministry of Labour. This latter project helped to speed up the placement of jobseekers, to set up an enterprise registry, to rationalise the delivery of work permits to migrant workers and to streamline and simplify employers’ annual returns on internal manpower movements. This will contribute to improving the analysis of employment data. In the Ivory Coast a three-year project to help the country to reorganise its employment service was completed. In Nepal a three-month project to provide advice and assistance to the Department of Labour on labour administration, the prevention and settlement of labour disputes and the preparation of new labour legislation was concluded. A proposal was prepared for a longer project for assistance in labour administration. Funding is being sought for its implementation in 1986. In the Congo a three-month project was completed devoted to the reorganisation of the labour administration system — especially the aspects of labour inspection and employment services.

WORKERS’ ACTIVITIES

The strengthening of workers’ organisations through workers’ education continued to receive priority emphasis in 1984, with ILO support to trade union efforts in the field of education and training taking the form of expert aid and advisory assistance, implementation of technical co-operation projects, the development of study materials and aids, and the granting of fellowships. In particular, efforts continued to assist specific segments of the labour movement, such as rural workers, women and young workers, as well as indigenous workers in certain countries. The development of representative and self-reliant organisations among these workers and the effective application of the principle and practice of participation were two major aims pursued in workers’ education activities in this area. Rural workers’ organisations were also assisted in developing workers’ enterprises, special services and self-help schemes as means of effectively protecting their members’ interests and promoting their welfare. Effective organisation, participation and self-reliance also continued to be stressed under special workers’ education projects for rural workers covering selected countries in Central and South America, India and Zambia.

Women workers are expected to be major beneficiaries of the above two projects in India and Zambia. In addition, they are the special target group of a DANIDA-financed project involving trade unions in Costa Rica, the Dominican Republic, Honduras, Nicaragua and Panama. The development of workers’ enterprises and special services for women workers is also an objective of a workers’ education project in Senegal financed by the Italian Government.
providing, as part of its activities, assistance to a women workers’ co-operative to improve its management and productivity.

The improvement of trade union special services benefiting all groups of workers was reviewed at a subregional workers’ education seminar sponsored by the ILO in East Africa in November 1984. A similar seminar was held in October 1984 for trade unions in French-speaking African countries, with food self-sufficiency as its main theme. The development of effective management techniques applied to the development of workers’ enterprises was the subject of a Caribbean subregional seminar, held in Trinidad and Tobago in October 1984. In addition, an Asian regional workshop held in Kuala Lumpur in July and a Latin American regional seminar in Lima in January 1984 focused on trade union-sponsored co-operatives and their development.

A national workshop was held in India in July 1984 under an inter-regional project designed to improve the capacity of workers’ organisations to promote educational activities aimed at increasing the effectiveness of workers’ participation in social and economic development and enhancing their ability to take part in decision-making.

Activities to improve the administration of workers’ education institutions and training centres continued to receive priority emphasis. An inter-regional project provided advisory and technical assistance to trade unions and labour colleges and similar institutions in various parts of the world, through subregional seminars and technical co-operation missions to assist education centres and colleges in improving the planning and design of programmes, administration and curriculum development. In addition, one project furnished expert assistance to the trade union college in Kisumu (Kenya) and another supported the establishment and operation of the Workers’ University of Cairo, Egypt. Apart from these extra-budgetary projects, RBTC resources and direct technical assistance missions enabled the Office to provide further assistance to workers’ education centres and similar institutions run by trade unions.

As part of an effort to upgrade the teaching standards and the management of workers’ education institutions, a regional seminar on workers’ education techniques was held in Mauritius in March 1984, and regional advisers have provided specialised assistance to trade unions and their training centres in a large number of countries in Asia, Africa and Latin America as well as in Arab countries. The specialised courses conducted at the Turin Centre have placed special emphasis on the learning of teaching methodologies and the preparation and use of teaching aids for workers’ education.

RBTC resources in 1984 provided assistance for the first time to trade unions in Portuguese-speaking countries of Africa and their education centres. After an initial fact-finding mission to Angola and Mozambique, expert assistance was furnished to the Organisation of Mozambican Workers for a period of three months, to help in the development of programmes and teaching methods and the improvement of training facilities. This was followed by a planning seminar held in Geneva in September 1984 for trade union leaders and educators from Angola, Guinea-Bissau, Mozambique and Sao Tome and
Activities of the ILO, 1984

Principe. In conjunction with this assistance in upgrading trade union educational standards a course on teaching methodology was held at the Turin Centre.

The provision of fellowships to workers' education instructors and to the administrators of labour colleges to attend training activities or to carry out individual assignments and research in workers' education institutions in industrialised countries remained an important element in the ILO workers' education programme.

Parallel to efforts designed to assist special groups of workers or to promote education on specific subjects, the ILO workers' education programme assisted independent organisations of Black workers in South Africa and Namibia. This assistance included a multi-bilateral project which was composed of an initial seminar held in Geneva in March 1984, followed by a local planning seminar in Lusaka and a training course for Namibian workers in September. Further educational activities will be carried out by the project in countries adjoining South Africa on behalf of independent Black South African trade unionists, as a significant aspect of the ILO's global effort to promote effective equality and trade union rights in the region. Similarly, another project is under way to provide workers' education assistance to migrant workers from neighbouring countries working in South Africa.

General workers' education activities included a broad range of advisory missions, dissemination of technical information, participation in courses and seminars, training for specific groups of workers, evaluation, advice and the elaboration of study material. One project in countries of the South Pacific undertook ten national courses and a large number of two-day seminars. RBTC resources were utilised to support a three-month advisory mission by a workers' education expert to assist trade unions in Nepal in organising educational activities. Similar expert missions are planned for Latin America. Another project of this kind has been undertaken in Uganda, where an expert supported and assisted workers' education activities.

The publication of studies, manuals, guides and other similar materials, including papers, discussion documents and general reports of meetings and seminars, continued to be one of the most effective means of providing support to workers' education. Information was disseminated in four issues of Labour Education (in English, French and Spanish). Versions in English and French of a rural workers' education flipchart and an induction kit specially designed for workers' organisations in Africa were also published. A modular course on "Teaching about the ILO" was developed and published in English, French and Spanish and is being extensively used by the ILO at Headquarters and in the field to provide information to workers about the Organisation's activities.

EMPLOYERS' ACTIVITIES

With the significant expansion of activities undertaken by the Bureau for Employers' Activities during 1982-83, the period under review has been one of
continued growth and consolidation of efforts to stimulate interest in employer-oriented projects by prospective donors. Activities in 1984 reflected an intensified effort to strengthen relations with national employers' organisations, as well as their regional and international bodies.

A major ILO/DANIDA project aimed at improving the capacity of employers' organisations to provide fuller services to members in the industrial relations field became fully operational in Asia and Africa. The ASEAN phase was started in March 1984 and proceeded with study group meetings which reviewed the wage systems in the respective countries. The Asian Institute of Management was closely associated in this project. Preparations were also made to launch activities in South Asia. A South Pacific phase, started in 1983, was completed by August 1984.

In Africa implementation of the ILO/DANIDA project focused on national workshops conducted through case-studies. Altogether eight workshops were held in six countries of English-speaking Africa between April and October 1984 (Botswana, Liberia, Mauritius, Nigeria, Seychelles and Somalia). The emphasis on training will continue. In French-speaking Africa the project was implemented through workshops in Madagascar and Senegal; an inter-country seminar was also held in Ouagadougou (Burkina Faso), at which participants from eight countries were present.

Preliminary work under a DANIDA-funded project built around the ILO's "Improve Your Business" material was carried out in Mauritius, the United Republic of Tanzania and Zambia to promote the socio-economic role of small enterprises by helping them to improve their management capabilities and productivity. These activities are part of a general plan of action to promote small enterprise development carried out by the Office in co-operation with the management development programme.

A SIDA-funded project to assist small enterprises in India undertook preliminary action to test and adapt the "Improve Your Business" material. The project, which is intended to strengthen the All India Organisation of Employers, will develop the material and adapt it to Indian conditions.

Another major donor for employers' activities was the Norwegian Employers' Confederation (NAF) which, with NORAD funds, co-operated in projects for Kenya (management development) and for Barbados (management development and occupational safety and health). The NAF/NORAD also financed a study tour of five senior executives of employers' organisations from developing countries.

Co-operation with the United Nations Environment Programme comprised two major meetings for employers' organisations in Asia and the Pacific, and for English-speaking African countries. These meetings were held in Bangkok (March 1984) and Nairobi (October 1984). They were intended to help participants arrive at some common perceptions in which the interests of economic development, as viewed by the employers, would meet those of environmental protection for sustainable development.

An important feature of the programme carried out under RBTC has been
the provision of technical inputs from the ILO to an increasing number of national seminars to promote the self-sufficiency of employers' organisations. A wide range of topics are discussed at such seminars, including industrial relations, collective bargaining, productivity, management development and occupational safety and health.

In 1984 advisory missions were undertaken to employers' organisations in Bahrain, Barbados, Burundi, the Comoros, Cyprus, Hong Kong, Liberia, Madagascar, Malta, Niger, Yemen and Zimbabwe.


INTERNATIONAL PROGRAMME FOR THE IMPROVEMENT OF WORKING CONDITIONS AND ENVIRONMENT (PIACT)

In 1984 the International Labour Conference had on its agenda the evaluation of the International Programme for the Improvement of Working Conditions and Environment (PIACT) for a general discussion. The Conference adopted a resolution and conclusions noting that this programme enjoyed the full support of governments, employers and workers and setting out an ambitious agenda of action at both the national and the international level.

A wide range of activities was carried out, including the compilation and dissemination of information, the design or adaptation of training material in the field of working conditions and environment, technical advisory services and technical co-operation activities.

Assistance continued to be extended to member States in the area of policy formulation and the strengthening of related institutions. A multidisciplinary team visited Portugal. National tripartite conferences or seminars were organised in Peru and the Philippines. Preparatory missions were carried out with a view to organising in 1985 a series of PIACT-related activities in Argentina, a tripartite national seminar was held in the Ivory Coast and a needs assessment mission visited Nigeria. A technical advisory mission visited Bolivia to assist in the preparation of a project aiming at strengthening the institutional machinery for the development, implementation and monitoring of programmes for the improvement of working conditions and environment. A project with similar aims, which had begun in Indonesia in 1982, was completed
and plans for a second phase made. In Thailand the National Institute for the Improvement of Working Conditions and Environment continued to receive the support of an ILO/UNDP project.

Training in working conditions and environment, recognised by the Conference as a vital component of national strategies for the improvement of working conditions and environment, was central to PIACT conceptual and operational activities. Conceptual work on the integration of occupational safety and health and working conditions into vocational training curricula was completed and discussed in a seminar organised in Tunisia by the Tunisian Association for Safety and the Improvement of Working Conditions (ATSACT). A manual on better working conditions and environment, developed in co-operation with the Joint Industrial Safety Council of Sweden, was successfully tested during training courses organised in Indonesia for trade union members and in Thailand for labour inspectors. Another pilot training programme was organised for labour inspectors in the Philippines. A tripartite Workshop on Training for the Improvement of Working Conditions in Small-Scale Enterprises was organised in Tokyo with the financial and technical assistance of the Government of Japan.

Occupational safety and health

Standard-setting activities were important in 1984. Following the adoption by the Conference of Proposed Conclusions with a View to a Convention and a Recommendation on Occupational Health Services, two further Conference reports were completed to prepare for the Conference discussion in 1985. In addition, two reports were completed concerning another 1985 agenda item, “Safety in the use of asbestos”. A new ILO Code of Practice, Safety in the use of asbestos, came out.

Three volumes were published in the Occupational Safety and Health Series: No. 51: Stress in industry: Causes, effects and prevention, No. 52: Success with occupational safety programmes, and No. 53: Occupational hazards from non-ionising electromagnetic radiation. Reports or major contributions to reports were also completed for several Industrial Committees and analogous meetings.

Collaboration in the field of workers’ health continued with the World Health Organisation and other United Nations agencies. The Ninth Session of the Joint ILO/WHO Committee on Occupational Health, hosted by the ILO, discussed the recognition and control of adverse psycho-social factors at the workplace. An Advisory Group Meeting co-sponsored by the IAEA, the ILO and the WHO undertook the revision of the IAEA/ILO Manual on radiological safety in uranium and thorium mines and mills, which will now take the form of a guide. A meeting of consultants convened by the IAEA prepared a revised draft of the IAEA/ILO/WHO publication on the medical supervision of radiation workers. The Office played an active role in the International Programme on Chemical Safety (IPCS). A second Memorandum of Understanding on the IPCS
Activities of the ILO, 1984

was signed in June 1984 for another three-year period by the executive heads of the UNEP, the ILO and the WHO.

As regards technical co-operation activities, three important projects financed under extra-budgetary funds were completed in Angola, India and Kuwait; all consisted of assistance to the national official services dealing with occupational safety and health, factory inspection and ergonomics. A project carried out in Sao Tome and Principe and a sectoral employment mission to Zaire included occupational safety and health components. An occupational safety and health course was organised in Bangladesh and a national seminar on the prevention of occupational hazards was held in Panama. The first ILO event in the People's Republic of China in the occupational safety and health field was a National Seminar on Mining Safety organised with ILO assistance in Beijing. Short-term assistance on mining safety was also provided to Bolivia, Indonesia and Tunisia.

Large-scale projects were pursued in Algeria, Brazil, India, the Islamic Republic of Iran, Poland and the United Republic of Tanzania dealing with further development of occupational safety and health institutions, and numerous short-term advisory, fact-finding and preparatory missions were organised.

The International Occupational Safety and Health Information Centre (CIS) welcomed two new institutions as National Centres, bringing the total to 48. The Centre continues to scan the world's relevant occupational safety and health literature and to produce the CIS data base in English and French. From this data base comes CIS Abstracts, a periodical containing classified bibliographical abstracts, and the CISILO (English) and CISBIT (French) files which are computer-searchable.

Conditions of work and welfare facilities

Law and practice reports were prepared on two subjects: Working and employment conditions of part-time workers and Arrangement of working time. These were submitted to the Governing Body at its 228th Session (November 1984) for consideration in its discussion of the agenda of the 72nd Session of the International Labour Conference (1986). A major contribution was prepared for a report to be submitted in 1985 to the Ninth Session of the Advisory Committee on Salaried Employees and Professional Workers. This covered hours of work, organisation of working time and problems relating to part-time work, temporary work and home work (or "telework"). A contribution was prepared on work organisation and technology for a report to be submitted to a Meeting of Experts on the Implications of New Technologies for Work Organisation and Occupational Safety and Health in Industrialised Countries to be held in 1985. A chapter on child labour was prepared as a contribution to the ILO Sectoral Report on the Review and Appraisal of the Implementation of the International Development Strategy for the Third United Nations Development Decade. A summarised version of this report was submitted to the 225th Session of the Governing Body (February-March 1984).
The dissemination of technical information is an important activity under this programme. The exchange of information with national institutions through the Clearing-House for the Dissemination of Information on Conditions of Work has continued to expand. One of the main outlets has been the semi-annual publication, *Conditions of Work: A Cumulative Digest*, which contains fact sheets on specific technical subjects, annotated bibliographies, listings of forthcoming meetings and information on research in progress in different countries.

Other major publications included a study entitled *Quality of working life in international perspective*; a comparative study entitled *Automation and work design*; and *Automation, work organisation and occupational stress*. English versions of two studies originally published in French were issued: *The reduction of working time and Clandestine employment*. Research activities also included the completion of a study on *Improving working conditions and environment in small enterprises in developing Asia*. This was based on case-studies in eight countries and demonstrates the feasibility of numerous low-cost improvements in working conditions and environment.

A number of technical co-operation activities and technical advisory missions were carried out jointly with the Occupational Safety and Health Programme. These are described above in the section on PIACT. Additional activities included the preparation of a report to the Government of India on an action programme on child labour; advice on information activities relating to working conditions and environment within the framework of multidisciplinary technical co-operation projects in Indonesia and Thailand; participation in a WHO seminar on child labour and health; and participation in the African Regional Seminar on Social and Economic Services of Trade Unions, with Special Emphasis on Housing and Welfare, organised under the Workers' Education Programme.

Environment and human settlements

The Office continued to collaborate with the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (UNCHS). Within the framework of the System-Wide Medium-Term Environment Programme (SWMTEP), the ILO participated in some of the UNEP-sponsored inter-agency thematic joint programming meetings such as those on environment, energy, industry and transportation. Through participation in the meetings of the Designated Officials on Environmental Matters (DOEM), the Office provided suggestions and information to UNEP's programme and budget for the second biennium (1986-87) of the SWMTEP.

SOCIAL SECURITY

The eleventh international inquiry into the cost of social security (1978-80) was completed and the two volumes containing national data and international comparisons were sent to press. On this occasion significant modifications have
been made in the methodology for this important study to take account of the changes in, and the development of, social security systems throughout the world, and to improve the basis for comparison.

In preparation for the International Youth Year (1985) a research activity to review and analyse the social security protection for young people in a large number of countries was completed. Two studies are to be published in 1985.

A start has been made on the analysis of the various measures taken in recent years to reduce public social expenditure and contain the cost of social security. One paper was prepared on the experience in Europe of two-tier pension systems as a means to rationalise pension provision for all; and a second paper dealt with social security systems in the context of the current welfare State debate.

The Spanish Ministry of Labour and Social Security commissioned an ILO study on the experience of various European countries (with a federal or regional structure) in the decentralisation of social security functions.

Several major contributions to social security literature were published in 1984. The report prepared by a group of independent experts on the response of the social security system in industrialised countries to economic and social change entitled *Into the twenty-first century: The development of social security* was issued in three languages. A completely rewritten successor to earlier ILO manuals, *Introduction to social security*, was issued. The English version of the international analysis entitled *Financing social security: The options* was produced, and a comprehensive list of international social security agreements was published in French. Similarly, in French only, a series of papers was published under the title *Mieux connaître les transferts sociaux par l'utilisation des modèles économétriques*. An article entitled “The extension of social protection in the Gabonese Republic: Consolidating the development process” was published in the *International Labour Review*.

A special effort was made to strengthen co-operation between the ILO and the major financial institutions, in particular the World Bank and the Inter-American Development Bank, for the purpose of promoting joint activities and above all achieving a better understanding of the social and economic role that social security plays in the development process, with special regard to the field of health.

During 1984 the ILO continued to support the International Social Security Association (ISSA), the Ibero-American Social Security Organisation (OISS) and the Inter-American Centre for Social Security Studies (CIESS).

Reports were prepared for many governments in developing countries on the extension of existing social security schemes and on the broadening of coverage of such schemes. Actuarial advice was given in a number of countries and territories, designed either to provide the basis for costing schemes or to provide for the periodical reviews of the financial state of schemes required under the relevant legislation. These countries and territories included Algeria, Anguilla, the Bahamas, the British Virgin Islands, Colombia, Honduras,
Indonesia, Kuwait, the Libyan Arab Jamahiriya, Morocco, Paraguay and Zimbabwe. Under the ILO's International Actuarial Services advanced actuarial training was made available to social security actuaries from developing countries. Arrangements were made for statisticians to visit Geneva and to take advantage of international fellowships in this field of work.

Fellowships for other types of training abroad were granted to officials from a number of countries. Where possible these fellowships were arranged so that social security officials could take advantage of the facilities for training within sister institutions in the regions. However, international fellowship training was arranged and study tours were provided for officials of the African liberation movements (ANC, PAC and SWAPO) under a separate special programme.

Regional advisers located in French-speaking Africa, Latin America and Asia and the Pacific added to the operational activities programme, ensuring the ILO's presence and making its advice available. In Latin America there was particular emphasis on primary health care provision by health insurance schemes, as evidenced by events leading up to, and ILO participation in, the meeting of Health Ministers of the region held in Medellín, Colombia, in July.

Technical co-operation activities in social security were financed either by the UNDP or by RBTC. A significant feature in 1984 was that a growing number of countries were prepared to reimburse the ILO directly for advisory services rendered through funds-in-trust agreements.

Advisory services were also provided in Europe. For example, significant ILO work for the Commission of the European Communities included concrete suggestions concerning the inclusion of certain non-contributory benefits in the European Regulations on the application of social security schemes to employed persons, to self-employed persons and to their families moving within the Community.

Other co-operation activities included the preparation of the final draft of the Arrangement for the Application of the Agreement of 30 November 1979 concerning the Social Security of Rhine Boatmen. This was undertaken for the Central Commission for Rhine Navigation. A definitive text of the Model Arrangement for the Application of the 1980 European Agreement concerning the Provision of Medical Care to Persons during Temporary Residence was also prepared and submitted to the governments of all European States Members of the ILO.

Of major importance was the ILO's continued co-operation with the Council of Europe, where the ILO participated in the revision of the European Code of Social Security and in the preparation of an explanatory report on the revised Code for the Committee of Ministers. The ILO also contributed to the adoption of a new recommendation on the development of preventive measures in the field of social security and to the preparations for the Third European Conference of Ministers responsible for Social Security to take place in Athens in May 1985. The Office provided assistance to the Economic Union Benelux with a view to establishing a tripartite agreement on the application of the 1972
Activities of the ILO. 1984

European Agreement on Social Security in the relations between the States Members of that organisation.

WORLD EMPLOYMENT PROGRAMME


A major event under this programme was the adoption by the Conference of the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169), which supplements the Employment Policy Convention, 1964 (No. 122), and Recommendation, 1964 (No. 122).

The programme continued to account for approximately one-third of the ILO’s total technical co-operation activities, mainly in the fields of special public works programmes, manpower and employment planning, labour market information, appropriate technology, rural development, women, refugees and population. Advisory missions at the country and regional levels also remained important elements of the work of the programme.

Employment, manpower planning and labour market information

The regional employment teams in Asia (ARTEP), Africa (JASPA and SATEP) and Latin America (PREALC) remain important components of the World Employment Programme, responding to requests for advisory services and training courses from a large number of countries. A fuller account of the work of the regional employment teams is given in the section on regional activities.

At the inter-regional and regional level, two seminars took place: the tripartite DANIDA/ILO Seminar on the Upgrading of Labour Market Reporting Systems in Asian Countries held in Bangkok in April/May 1984, and the Inter-regional Seminar on Manpower Forecasting and Planning held in Lvov, USSR, in October 1984 for English-speaking countries in Asia, Africa and the Arab Region.

A study entitled Basic needs and the urban poor was published; it describes the operation of policies and programmes intended to raise the levels of basic-needs satisfaction of poor urban dwellers.

Technical co-operation projects and short-term consultancies were completed in the areas of employment and manpower planning and the improvement of labour market information, notably in Algeria, Burundi, Haiti, Indonesia, Kenya, Liberia, Madagascar, Sri Lanka, Tunisia, Uganda and Zambia.

The first stage of a project to establish a pool of labour market information in African and Asian countries, undertaken with the assistance of Swedish
associate experts, was completed. It took stock of information availability and shortcomings and contributed to filling the gaps identified. The project is intended to help workers' organisations make fuller use of available labour market information in formulating their own position and contribution to national manpower and employment policies.

Projects to develop the key informants system as a complementary source of labour market information, especially for the informal sector in developing countries, were carried out in Antigua, Grenada, Nepal and Somalia, where this approach is being established on a permanent basis with gradually expanding coverage.

Also completed was the first phase of a new programme to develop and apply ILO technical capacity in the field of manpower planning in the energy sector, especially in UNDP/World Bank-supported energy assessments in developing countries. It was financed by Belgium, the Federal Republic of Germany and the Netherlands. Under this programme, a variety of activities were undertaken, including participation in World Bank missions to Burkina Faso, Ethiopia and Zimbabwe. Missions were also undertaken to Bangladesh, Mali and Nepal, in particular relating to rural household energy. Technical papers were prepared and presented at various meetings and training courses were organised on the subject. A first draft of guide-lines for energy manpower planning and analysis was completed. Assistance was provided to the Government of Thailand for the execution of an energy manpower survey.

A synthesis of research findings on the informal sector in five French-speaking African countries was completed. Technical co-operation projects designed to raise productivity and employment levels in the urban informal sector in Mali, Rwanda and Togo were evaluated and subsequently expanded to cover additional cities and types of activities. Two technical reports — one on marketing and the other on training aspects of the informal sector in Mali — were finalised. Advisory missions on informal-sector employment were undertaken in Burkina Faso and Nicaragua with a view to developing technical co-operation activities in these countries. Advisory activities for the promotion of self-employment in urban and rural areas of Bangladesh were launched in 1984. An issues paper on technology adaptation in the informal sector was prepared. As part of research on this theme, a study on technology adaptation in informal-sector plastic processing in India was completed. A study on low-income housing in urban areas of developing countries and its implications for employment and income generation in the informal sector was also completed.

International employment problems and policies

The second phase of the Netherlands-financed project on employment, trade and North-South co-operation is virtually completed. A synthesis study comparing adjustment and economic growth in five industrialised countries, the United States, the Federal Republic of Germany, the Netherlands, Japan and the
United Kingdom, was issued as a World Employment Programme research working paper. Studies on two newly industrialising countries, Brazil and the Republic of Korea, were also issued as working papers.

Within the context of research on alternative stabilisation policies which could help preserve employment levels in periods of balance of payments disequilibrium, a mission was undertaken to the United Republic of Tanzania in early 1984. The terms of reference of the mission were to identify the implications for employment and basic-needs satisfaction of different structural adjustment programmes. Staff discussions were held in Washington later in the year with officials of the World Bank and the International Monetary Fund in order to exchange views on the social consequences of adjustment policies.

In order to improve the statistical base for research on employment and disarmament, a questionnaire concerning numbers and skills of workers dependent on defence expenditure was sent to all member States.

Rural development and employment

Preparatory work, including the design of background studies and surveys, was completed in 1984 with a view to fielding rural labour market and policy review missions to Tunisia (in collaboration with the League of Arab States) and Sri Lanka in 1985.

With financial support from DANIDA, the ILO carried out a food strategy review in Bangladesh during 1983-84. The review looked for ways to increase the employment opportunities and incomes of the poor as well as to promote greater food production, so as to enable the country to become self-sufficient in food as soon as possible. Several technical assistance projects which emerged from the review are now being discussed with the Government and potential donors.

Two projects concerning food security in Africa financed by the Italian Government were started in 1984. The first focuses on the province of Diffa in Niger. Field work in 1984 led to the preparation of an interim report highlighting the socio-economic characteristics of livestock herders, the survival strategies of these groups under conditions of crisis, the impact of existing projects on livestock herders and the preparation of alternative policy interventions. The second project, on rural development policies and food security in Mali and Zimbabwe, surveyed the existing information and prepared for the launching of comprehensive surveys in both countries.

The UNHCR-financed project on the organisational structure for income-generating activities for refugees in the Sudan became fully operational in 1984. Another project to establish a revolving fund and marketing service for refugees in the Sudan, financed by the Federal Republic of Germany, also began in 1984.

Two major studies were completed under the programme of participatory organisations of the rural poor during 1984. The first explores the question of economic and social differentiation among the rural poor in India and its implications for the further development of participatory organisations. The second synthesises and discusses the results of three research studies on the role
of knowledge and communication in the development of people's participation in three Latin American countries (Colombia, Mexico and Nicaragua). A small project assisting rural youth in Bangladesh to develop joint poultry farms was completed. A similar poultry project is assisting tribal women in Maharashtra, India. The mid-term evaluation of a project assisting poor communities in Malaysia in finding alternative fishing and pisciculture methods, including artificial breeding, was undertaken. A project in Latin America has worked with peasant communities to examine their needs and means to meet them through grass-roots development. A series of potential technical co-operation projects were developed, based on this work.

The ILO continued to act as convenor of the Panel on People's Participation of the ACC Task Force on Rural Development. The Panel met twice in 1984, in January (Geneva) and in October (Arusha, United Republic of Tanzania). On behalf of the Panel, the ILO has published *Approaches to participation in rural development* and *Group-based savings and credit for the rural poor* (papers and proceedings of a workshop). The ILO contributed to the holding of a Regional Workshop on Participatory Rural Development in Africa in October 1984 hosted in Arusha by the Centre for Integrated Rural Development in Africa (CIRDAFRICA).

Within the programme on rural women, strategies for improving the employment and working conditions of rural women in Africa, Asia and the Pacific were discussed at an inter-regional workshop held in Arusha in August 1984. The workshop, which was the culmination of a Danish-financed project, brought together representatives of governments, employers' and workers' organisations, international and local NGOs, researchers and donors. It focused on issues such as women's access to land, forest resources, credit and markets as well as the legal environment within which they live.

Employment promotion among rural women continued in a number of countries in Africa and Asia. Working with grass-roots organisations and other NGOs, support was provided for a variety of productive activities in accordance with local priorities and resources (e.g. silkworm production, goat raising, tomato processing, fish smoking), with a primary focus on organisation. A new project was launched in South Asia to support self-employment schemes, focusing on women heads of households, especially those who derive incomes from home-based production. An integrated refugee camp development project in Somalia came to a successful conclusion when the senior Somali staff formed their own NGO at the end of 1984 to carry on the effort to promote rural development among disadvantaged groups. Project assets have been turned over to the newly registered organisation, and the ILO will provide some assistance during the first year.

In the framework of a wider project financed by the Netherlands, national workshops were held in Indonesia and Peru on energy and rural women's work. A working paper was published which illustrates the methodological approach being adopted by this project as regards the rural energy crisis, women's work and family welfare.
The Governing Body approved the report of the Tenth Session of the Advisory Committee on Rural Development and decided to reconstitute the Committee for another term of five years. As in previous years, the ILO has played an active role in the inter-agency anti-poverty rural development process, through its work as convenor of the Panel of People’s Participation, participation in the ACC Task Force for Rural Development, and participation in various WFP, FAO and IFAD missions and meetings.

Special Public Works Programmes (SPWPs)

At the end of 1984, 16 countries were benefiting from ILO assistance in the execution of Special Public Works Programmes (SPWPs): four in Asia, 11 in Africa and one in the Caribbean. New programmes started in Togo and the Sudan, a large new component of the Cape Verde programme was launched, and preparations were made to initiate newly designed programmes for Mauritania and Haiti. (The Inter-American Development Bank (IDB) may partially fund the Haiti SPWP.) In addition, SPWPs were designed for the Dominican Republic (in collaboration with the Organisation of American States (OAS)), Ethiopia and Turkey.

Technical advisory missions were carried out in Bangladesh, Benin, Botswana, Burkina Faso, Burundi, Cape Verde, Ethiopia, India (West Bengal), the Maldive Islands, Mali, Mauritania, Nepal, Rwanda, the Sudan, the United Republic of Tanzania and Togo. In addition to helping governments to formulate new or expanded programmes and to determine the technical feasibility of projects, these missions assisted in the preparation of technical co-operation projects and management reviews of ongoing programmes. Training materials and several important technical manuals were produced and a training programme on financial control for SPWPs is under preparation.

The SPWPs in Bangladesh, Benin, Burkina Faso, Cape Verde, Mali and Uganda were the subject of in-depth evaluations. In addition, 12 national training courses and seminars were organised on technical and management aspects of SPWPs.

The Sixth Joint Meeting for Support to SPWPs, held by the ILO and the UNDP in Geneva in May 1984, reviewed the progress of ongoing SPWPs and considered special issues such as the contribution of SPWPs to the International Drinking Water Supply and Sanitation Decade; the maintenance of SPWPs’ infrastructure; the relevance of SPWPs in protecting minimum wage levels of rural workers; and studies on the impact of SPWPs on women and productivity norms. The meeting reaffirmed the commitment of the international financial community to the SPWPs. The funding level for 1984 was approximately US$15 million, comprising funds for the extension of ongoing technical co-operation projects and support to new ones, as well as funds for direct support to SPWPs.

The UNDP’s support for the Inter-regional Project on Implementation and Evaluation of SPWPs remained substantial in 1984. As a result of contacts begun
in 1983, the World Food Programme began providing food for work to ILO-assisted SPWPs in Sierra Leone and Uganda, with similar assistance promised for Nepal; a UNDP/ILO specialist in labour-intensive technology was posted at the World Bank to promote the inclusion of labour-intensive rural works policies in World Bank-funded projects.

Technology and employment

A Workshop on Technology, Employment and Development was organised in Bamako, Mali, in November 1984 to assess the technological needs of that country and to identify policies and measures for the promotion of suitable technologies in various sectors of the economy. The workshop covered issues such as technology planning, research and development, training, dissemination of technological information and organisation of production. An advisory mission visited Fiji and several Pacific island countries as a follow-up to a previous technology assessment project.

The dissemination of technological information through ILO technical memoranda continued. Three memoranda were published (Small-scale brick-making, Small-scale maize milling and Small-scale paper-making), and a number of others reached an advanced stage of preparation. The English version of the ILO directory of African technology institutions was completed. This directory should help promote closer collaboration among such institutions, thereby encouraging technical co-operation among developing countries (TCDC). A book on Appropriate products, employment and technology with case-studies on consumer choice and basic needs in developing countries was published.

A subregional project in four least developed Arab States (Democratic Yemen, Somalia, the Sudan and Yemen) developed suitable solar food-drying techniques and trained local technologists in the promotion of these techniques in their own countries. The project was completed in 1984; steps are now being taken to locate funds for follow-up activities.

The first phase of a project for the promotion of rural industries and handicrafts in Madagascar was completed towards the end of 1984. A similar project in the Lao People's Democratic Republic, focused specifically on women, was also completed in 1984, as was the main phase of a handicrafts promotion project in Mauritania. Technical advisory services were given in Burma, Senegal and Togo.

During 1984 technical co-operation projects on labour-based road construction and maintenance continued in Botswana, Ethiopia, Mozambique and the Philippines. New projects were initiated in the Lao People's Democratic Republic and Thailand. Advisory missions were sent to Bangladesh, Botswana, Ethiopia, the Gambia, Ghana, Indonesia, Kenya, the Lao People's Democratic Republic, Lesotho, Mozambique, Nepal, the Philippines, the Sudan, the United Republic of Tanzania and Zambia. Seminars and workshops on the subject were organised in several universities and institutions in developed and developing
countries. Guide-lines were produced on assessing labour supply for labour-based road construction and maintenance, and on the selection of countries most suited for labour-based construction projects. Two books were published: *Foundations for change: Aspects of the construction industry in developing countries* and *Rural roads and poverty alleviation*.

Research on the impact of new technologies has resulted in the publication of working papers on the use of micro-electronic equipment in the automobile industries of Brazil, Italy and Japan, and a working paper on micro-electronics and the technological transformation of the clothing industry.

Following a request from the United Nations Advisory Committee on Science and Technology for Development, a volume entitled *Blending of new and traditional technologies: Case-studies* was published, showing how micro-electronics, biotechnologies, new materials, satellite technology and photovoltaic power are blended with traditional economic activities in various sectors.

Population and labour policies

The ILO was represented at the International Conference on Population held in Mexico City in August 1984 and substantive contributions were provided towards its preparation. A special public information booklet on the ILO's population programme entitled *Population, development, family welfare: The ILO's contribution* was prepared and distributed at the Conference. At its 228th Session (November 1984) the Governing Body supported the conclusions and recommendations adopted by the Conference in regard to issues which fell within the ILO's sphere of competence.

At the end of 1984 there were some 50 projects dealing with family welfare in 30 countries. A major developmental activity in this regard was the design, testing and evolution of management systems based on enterprise-level personnel to promote family welfare considerations.

The population and human resources component of the programme had 15 to 20 country projects operational at the end of 1984, mainly in the Middle East, Africa and Central America. Methodologies of a practical nature are being developed to facilitate the incorporation of demographic factors into development planning and policies. The ILO held an informal inter-agency expert group meeting in May 1984 to discuss methodologies for integrating population and development planning.

**TRAINING**

During 1984 the trend towards strengthening the conceptual and research work of the Training Department continued. Diversification of sources of financing, in particular intensified efforts to attract resources from international and regional development banks and from development funds, served to offset to some extent the difficulties caused by the continued reduction in resources for
technical co-operation available from traditional donors. In this connection, 
attention was focused on ways of identifying the training implications of 
investment projects, particularly those financed by international development 
agencies, with a view to the ILO's early involvement in their preparation.

The volume of technical co-operation reached US$28.9 million in 1984 as 
compared with US$32.7 million in 1983. This represents a slowing down in the 
rate at which technical co-operation has contracted in recent years. However, it 
is too early to say whether the considerable efforts undertaken to secure 
alternative funding will result in a renewed expansion of activities. 

As in previous years, in technical co-operation activities in 1984 importance 
continued to be attached to assistance to member States in the search for 
practical solutions to their training problems. The emphasis of technical 
assistance continued to shift gradually from institution building and the 
development of new training programmes towards improving the efficiency and 
effectiveness of existing training programmes and addressing specific sectoral 
problems.

An especially significant event was the discussion at the 225th Session of the 
Governing Body (February-March 1984) of the In-Depth Review of the 
Vocational Training Programme, which had been prepared in 1983. The 
deliberations led to the establishment of a set of priorities for action, with respect 
to both target groups and key areas of activity. This constitutes a framework 
within which future programme proposals can be developed in a more coherent 
manner.

The year 1984 witnessed a redoubling of efforts to respond to changes in the 
technological and economic environment, taking into account the impact of the 
recession and the high levels of unemployment affecting many developed and 
developing countries. During the year, increased attention was given to the 
promotion of a systematic approach to the solution of problems such as the 
relevance of training to actual job requirements, changes arising from the 
introduction of new technologies, and questions related to the cost of 
training.

Work was launched to examine the impact of technological innovation on 
training systems and the effect of structural change on the need for training and 
retraining. Further efforts were made to identify ways to improve the 
effectiveness of training and reduce its costs. In this connection, the 
recommendations of the joint UNDP/ILO evaluation study on industrial 
training undertaken in 1983 were submitted to the UNDP Governing Council 
and the ILO Governing Body for information and discussion. The Office also 
participated with the World Bank and UNESCO in identifying obstacles to the 
efficient operation of education and training institutions in sub-Saharan Africa 
in connection with the formulation of a World Bank lending strategy for 
education and training.

In the area of standard-setting, 1984 saw the first ratifications of the 
Vocational Rehabilitation and Employment (Disabled Persons) Convention, 
adopted a resolution concerning the contribution of the ILO to production and productivity improvement, with special reference to developing countries, oriented towards greater social and economic development, stressing that the objective of full employment does not conflict with the goal of productivity improvement. The Office also participated in the discussions at UNIDO IV that led to the drafting and adoption of a resolution on human resources development in which the role of the ILO in the area of skills development was acknowledged.

Particular emphasis was given in 1984 to supporting and expanding co-operation with the regional vocational training programmes — APSDEP, CIADFOR and CINTERFOR — and to co-ordinating their activities with those of the training major programme and the Turin Centre.

Finally, in the area of training for special groups, a contribution on the training and employment of women was made to the report entitled *Equal opportunities and equal treatment for men and women in employment*, prepared for the 71st Session of the International Labour Conference; a number of publications on youth training and employment were completed; and considerable progress was made on a study on the training of youth and their integration into working life for a 1985 Tripartite Advisory Meeting on Integration of Youth into Working Life.

Management development

Emphasis continued to be placed, during the year, on research and practical action aimed at solving specific management problems and on management development at the sectoral level. A number of studies of particularly successful and effective approaches to management training were conducted in the context of a general effort to improve the effectiveness and relevance of management development activities.

A total of 83 field projects and consultancies were in operation in 1984. Eight large-scale projects were completed and 21 new ones were started.

In Uganda a project completed early in 1984 provided assistance to the Food Relief Department in the Ministry of Rehabilitation. Its role in strengthening the activities of this Department was particularly critical in organising the logistic support indispensable for the distribution of the large quantities of food aid which the country was receiving at that time, and it thus made a significant contribution towards relieving famine. Based on this and other projects, a guide on managing emergency food transport projects was produced and distributed. Another project assisted the Uganda Ministry of Transport in rehabilitating its transport network and facilities. In addition to providing advice and assistance to the main transport organisations in the country, several major studies laid the foundation for the long-term development of the country’s transport infrastructure. As a result of this, major donor agencies, including the World Bank, are now considering strengthening the transport sector and providing sizeable capital aid. The project on
management development for enterprises in the CORDE group, in the
Dominican Republic, was completed in 1984. This project, initiated in 1980,
provided in-service training programmes for over 1,000 managers at various
levels of responsibility.

In mid-1984 a project to train staff for the National Water Authority
(REGIDESO) in Zaire was completed. This project helped to establish
comprehensive training capabilities for this body which is responsible for the
treatment and distribution of drinking water in the country. REGIDESO now
has an effective training centre catering for its current technical and managerial
training needs; in addition, several other countries in the region are availing
themselves of its training and consulting services.

The ILO/UNDP inter-regional project for co-operation among
management development institutions (INTERMAN) held a consultative
meeting between the major regional management and productivity
organisations of each region in June 1984 in Geneva. A seminar for
representatives of Latin American institutions took place in October at the ILO
Turin Centre in collaboration with the Fonds Bekaert, a Belgian private
foundation. The focus was on the strategic audit and management of the
institutions. INTERMAN also initiated in 1984 the collection and publication in
its MDRS (Management Development Referral Service) bulletin of innovations
and new developments in management institutions throughout the world. The
number of institutions participating in the INTERMAN network has reached
600 and the project’s services to those institutions are continuing to develop to
meet the needs of participants.

As regards the development of small enterprises, the “Improve Your
Business” training package was completed and extensively used in Kenya.
“Improve Your Business” seminars for small businessmen and their trainers and
consultants were organised in India and Zambia in collaboration with the
employers' activities major programme and local employers' organisations.
Assistance in the design of small enterprise development programmes was
provided to several countries, including the Congo and Zimbabwe. An
interesting new development in 1984 was the provision of assistance in the
establishment of new businesses by refugees in Kenya and Lesotho, in the
context of UNHCR/ILO projects.

In Greece a small-scale project was implemented in 1984 to train some 25
young professionals of the Hellenic Organisation of Small and Medium Sized
Industries and Handicrafts (HOMMEH) in practical consultancy skills.

Efforts were intensified to design and develop new types of training
packages suitable for wide application in developing countries. These include
packages in areas such as the management of technological choice; financial
management, marketing and computer use in public utilities; and
environmental management. Other new publications and training materials
include Managing construction projects: A guide to processes and procedures;
Management self-development: A guide for managers, organisations and
institutions; a French version of Case method in management development:
Activities of the ILO, 1984

Guide for effective use; How to read a balance sheet (second revised edition); and a number of technical papers.

Vocational training

Technical co-operation in vocational training, one of the largest components of the ILO's technical co-operation programme, remained at a high level of activity with approximately 50 projects operational in urban areas and a further 25 in rural areas. The year 1984 also saw a reorganisation of the Vocational Training Branch designed, among other things, to facilitate a prompt and effective ILO response to opportunities for involvement in pre-investment and investment projects financed by international development agencies and to strengthen research capabilities related to the practical problems of delivering training. In light of the Governing Body discussion of the In-depth Review of Vocational Training at its 225th Session (February-March 1984), a programme of studies and manuals was drawn up and preparatory work undertaken.

Four urban projects and one rural project were completed in 1984. A UNDP-financed project in Kenya, initiated in 1980, has rendered direct support to a Curricula Development Branch within the Directorate of Industrial Training and assisted the establishment of the Kenyan Integrated Training System, based on the modules of employable skills (MES) approach to training developed by the ILO.

In Egypt an industrial training study project was completed. Its overall objective was to review the needs for skilled and semi-skilled manpower in industrial sectors such as textiles, garment making, agricultural equipment, footwear, food processing, chemicals and electrical manufacturing. The project also examined the need for in-plant training, instructor training and supervisory/management training. It provided the Egyptian Government with an estimate of the annual supply and demand for skilled and semi-skilled workers over two five-year periods and assessments of the adequacy of the staff, programmes, equipment and organisation of existing institutional and on-the-job training facilities provided by the various ministries and industry-based training units.

In December 1984 a two-year project was completed in Mexico. Its objectives were to assist in establishing vocational training joint committees in Mexican industrial undertakings, giving effect to the reform of the Federal Labour Act promulgated in April 1978. The project has helped the Government to define the evaluation systems to be adopted. New courses and seminars on instructional material preparation (including the modular approach) have been prepared. CINTERFOR assistance was provided for certain project activities.

A five-year UNDP-financed project in the Central African Republic terminated in September 1984. The project assisted the Government in setting up a national training organisation aimed at integrating training into overall national development plans.
A rural training project in Pakistan, completed during the year, took the form of a feasibility study for the Government, with support from the World Bank, covering, inter alia, the establishment of 75 training and production workshops and 25 training centres for rural women. The feasibility study report is intended to form the basis for formulating project proposals for the development of a vocational training programme for rural areas and an overall training programme for rural women.

In the area of training materials and methodologies, the inter-regional ILO/Switzerland project on the development of the systematic approach to training based on MES was completed in mid-1984. As a result, a methodology for the systematic implementation of job-oriented individualised training has been developed and is being successfully used in Kenya, in Egypt for the training of building construction workers, and in Portugal for the training of auto mechanics. Varying degrees of progress have been made with the use of the methodology in several other countries and projects.

In addition, basic documentation outlining principles and practices of the MES approach to training was prepared. Over 750 learning elements have so far been prepared, representing a bank of materials sufficient to permit the organisation of training programmes in the areas of auto and agricultural machinery mechanics, building construction, electrical engineering, mechanical engineering and plumbing (pipe fitting). In the years 1983 and 1984 over 50,000 copies of these learning elements were delivered to various projects and training institutions.

In order to ensure the maximum impact under the prevailing conditions, a new strategy for the further development and implementation of the MES approach based on the decentralisation of future activities and the development of national self-reliance of member countries was applied as from 1984.

During 1984 measures were taken to strengthen the ILO's capacity to participate in pre-investment and development projects financed by the World Bank and other sources, including the Arab Gulf Fund (AGFUND), in the field of training. Discussions and negotiations with IBRD/IDA in all regions have led to a growing awareness of the role which the ILO can play in the development of skilled labour to meet development needs, particularly in broadening and deepening national infrastructures to provide sustained training in skills at the on-the-job and in-plant levels.

Advisory and consultancy services were provided to many countries, particularly in Africa, Asia and the Caribbean. Technical advice has covered the analysis of training needs and the requirements for technical assistance, the design of training systems and national structures and organisations for training, the evaluation of training, and linking human resources and skill formation with national development plans.

Ten advisory missions, especially related to training in rural areas, provided advice and assistance in formulating rural vocational training policies, developing and strengthening specific rural training activities and preparing technical co-operation projects. With regard to the latter activity, five new
large-scale project proposals were prepared for consideration by the UNDP and multi-bilateral donors.

Several papers were completed, mainly designed to assist the systematic planning, organisation and delivery of vocational training programmes. These included *A systematic approach to training* and *Guide-lines for the identification of the technical and training activities in the electricity supply industry*. To elaborate on specific aspects of the systematic approach, preparatory work has been undertaken to produce a series of related studies and manuals such as *Guide-lines for increasing the efficiency and cost-effectiveness of vocational training*, *Handbook of effective vocational training programme design*, and *Non-formal vocational training programmes as a means of developing occupational skills*.

Training policies

In the area of training strategies and policies, a number of new studies were undertaken in 1984. The training needs and implications of externally financed investment projects in developing countries were explored with the World Bank and the Inter-American Development Bank, and a report is in preparation. A joint World Bank/UNESCO/ILO mission was carried out in five sub-Saharan African countries to explore the specific constraints and problems that hamper the efficient operation of education and training institutions, leading to the preparation of a study and recommendations for a World Bank lending strategy in education and training in sub-Saharan African countries, with particular reference to institutional development.

Research and case-study outlines were prepared for an analysis of the impact of structural and technological change on vocational training, focusing on training innovations within enterprises and at the level of national training systems, and work is under way to develop case-studies in a number of newly industrialised countries. Work has also begun on defining indicators for measuring the benefits of training. As a preliminary step a structured approach to the analysis of the extent and nature of training activity, focusing on the salient characteristics of training policies and goals, is being elaborated. The role of tripartism in training is being addressed through a study on the participation of employers and workers in the development of training policy in Scandinavian countries.

Under the heading of training for special groups a chapter on vocational education and training for women was prepared for the report to the 71st Session of the International Labour Conference on *Equal opportunities and equal treatment for men and women in employment*; and a draft report for the European Tripartite Advisory Meeting on the Integration of Young People into Working Life (September-October 1985) was completed. This report examines innovative education, training and labour market policies and measures for young people and the critical relationship between skill requirements and employment opportunities.
The dissemination of technical information on training continued, and a major effort was made to update the education and training section of the ILO Thesaurus. Work also continued on the elaboration of a new glossary of vocational training terms. The development of the Inter-Regional Training Information System (IRTIS) carried out in conjunction with the regional training centres (APSDEP, CIADFOR and CINTERFOR) and the Turin Centre, has entered a new and accelerated phase.

In addition to collaboration with the regional vocational training teams on the development of IRTIS, technical support was provided to several CINTERFOR projects. Two areas were highlighted: the development of training policies and their relationship to the education and employment situation in the countries of the region; and the promotion of technical co-operation among developing countries (TCDC). Assistance was also provided to other regional centres.

Vocational rehabilitation

The size and scope of vocational rehabilitation activities expanded in 1984. This was due to several important factors, including the implementation of the World Programme of Action associated with the United Nations Decade of Disabled Persons (1983-92) and the adoption by the International Labour Conference of new vocational rehabilitation standards in 1983.

There was a marked increase in the volume of technical co-operation activities in this field. ILO regional vocational rehabilitation advisers, country experts and consultants provided advice and assistance to some 40 developing countries. Special emphasis was given to the organisation of community-based rehabilitation services in rural areas and to training to enable the vocational rehabilitation services to integrate and resettle disabled persons in their home communities.

Among some 20 long-term operational projects, a five-year project in Bahrain was completed, resulting in the establishment of a pilot rehabilitation and training centre for the physically and mentally handicapped; and in Malawi a rural vocational rehabilitation centre was opened with ILO expert assistance. The need to train vocational rehabilitation personnel was emphasised in all projects. For example, ILO experts were assisting the southern African region, particularly front-line States and national liberation movements, with the development of manpower resources by organising a series of 12-month training courses for trainers in vocational rehabilitation programmes. A ten-week African regional course was organised in Kenya for vocational rehabilitation and training instructors. These staff training courses were expected to be integrated into an African Rehabilitation Institute programme which the Organisation of African Unity is developing with ILO assistance.

The vocational rehabilitation information service, including BLINDOC, was further developed in 1984, and several technical handbooks and monographs were published.
The co-operative programme continued to be very active in 1984, with a strong component of technical co-operation financed from extra-budgetary sources. While the programme remains focused on both the urban and the rural poor, new emphasis has been given to the problems of the former. In particular, the co-operative needs of the urban informal sector were examined in order to design a programme to favour the development of co-operative-type institutions, taking account of the various constraints, and to assist in the establishment of selected pilot activities. More information was obtained on industrial co-operatives and self-help participatory housing projects, both of which are very relevant to co-operative development in the urban sector.

A review of ILO operational activities in the field of co-operatives was submitted to the Governing Body's Committee on Operational Programmes at its 225th Session (February-March 1984). At its 229th Session (February-March 1985) the Governing Body gave further consideration to comments submitted by the Workers' group of the Committee and to a report on the main beneficiaries of co-operatives. The Governing Body subsequently endorsed the scope, orientation and future trends of the programme.

The technical co-operation activities of this programme were concentrated on improving institutional structure, upgrading managerial capacity at all levels, strengthening related institutions, and generally creating a climate conducive to the growth and development of viable co-operative movements. Many projects (such as those in Botswana, the Gambia, the Sudan and Zimbabwe) provide multi-disciplinary guidance to national co-operative movements in areas such as policies, planning, training and legislation while ensuring that co-operatives meet local development needs through pilot activities.

Continuing emphasis is also being given to the rural poverty eradication aspects of this programme, with particular emphasis on local-level projects targeted to specific groups including the disadvantaged and the poorest of the poor. A project financed by Norway to promote food production and food security for the most vulnerable groups in the Sahelian zone of western Africa has continued to encourage institution building through activities such as self-managed cereal banks and seed stores, self-help grain milling, village shops to ensure more equitable distribution of commodities, and grain and animal production. A similar project is also continuing in the Central American region.

In Democratic Yemen the ILO/IFAD project continued to assist marginal groups through improved agricultural services centred around co-operative organisations.

An innovative UNDP/ILO project in Burma has concentrated on developing a pool of experienced consultants capable of providing a broad range of services.

In Bahrain, where co-operative development is in its infancy, a project provided assistance to various institutional and support aspects of co-operative
growth; in Indonesia ILO assistance in strengthening the institutional aspects of co-operative development was combined with training programmes; in the Gambia the same two-pronged approach was applied to improve the management capacity of the Gambia Co-operative Union and its member societies, while supporting the programmes of the co-operative college. A similar approach has also been applied in Colombia, where a project assisted in the organisational and educational aspects of small co-operatives which are concerned with development of a road network in rural areas. This project had a particularly important employment creation aspect.

The inter-regional project on material and techniques for co-operative management training (MATCOM) continued to expand its activities to all major areas. MATCOM training materials have been systematically adapted, translated and reproduced in 20 countries. New training modules for consumer and agricultural co-operatives were published in 1984 and a systematic approach to co-operative management training was prepared and introduced in national workshops conducted in Burma, the Philippines and Singapore under an ILO/NORAD project.

Research activities enabled the programme to respond to many requests for information on co-operatives and co-operative action, and to keep abreast of the latest trends and developments in this field including the evolution in training and training methodology. Work was undertaken in 1984 on the mobilisation of savings through rural co-operatives for local development, on workers' education and co-operation, and on a directory of co-operative organisations.

Technical advisory missions complementing the activities of regional advisers and the regional offices were undertaken in response to requests for short-term assistance. The countries visited were Burundi, Costa Rica, Egypt, Greece, Guatemala, Mali, Niger, Rwanda and Togo.

Inter-agency collaboration continued and was marked by a first meeting between representatives of the services concerned with co-operative development in UNIDO and a representative of the ILO co-operative programme. The Office continued its contacts with the other agencies concerned with co-operative development and participated in the work of the Committee for the Promotion of Aid to Co-operatives (COPAC).

SECTORAL ACTIVITIES

Three major and two smaller industrial meetings were held in 1984. The major meetings concerned textiles, food and drink and mines other than coal mines; and the smaller meetings dealt with maritime shipping and the postal and telecommunications sector.

During the year there was also a strengthening of research and technical co-operation activities. Research activities were completed, for instance, in the basic industries and transport programme (coal mining, petroleum) and in the co-operatives programme. Technical co-operation was expanded in the fields of
the forestry and wood industries, chemical industries, leather and footwear industries, energy-related activities, maritime industries and co-operatives.

In addition, a book was published incorporating the proceedings of an ILO workshop conducted in India on the management of tea plantations; and a booklet on the status of teachers was issued in conjunction with UNESCO.

Manufacturing industries

The 11th Session of the Textiles Committee was held in Geneva in October 1984. The technical discussion at the meeting led to the adoption of two sets of conclusions, concerning security of employment and income in the light of structural changes in the textiles industry and occupational safety and health in the textiles industry. In addition, the Committee unanimously adopted resolutions on the use of the Spanish language in the Textiles Committee; the future work of the ILO in the field of textiles; multinational enterprises; free trade zones in textiles; technological change; equal pay for equal work; migrant workers; and youth and children in the textiles industry.

The First Session of the Food and Drink Industries Committee was held in Geneva in December 1984. This meeting adopted two sets of conclusions, one on the social effects of technological developments in the food and drink industries including those arising from new production methods, and the need for training and retraining; and the other on occupational safety and health and working environment in the food and drink industries. The meeting also adopted a series of resolutions concerning ILO action. The subjects of these resolutions were future ILO action in the food and drink industries sector; the publication in Spanish of the reports of the Food and Drink Industries Committee; freedom of association; the world food problem; multinational enterprises in the Food and Drink Industries Committee; the problems of women workers in the food and drink industries; the definition of the scope of the Food and Drink Industries Committee; and the role of producer-owned food and drink industries.

In the field of technical co-operation and advisory services, a handbook, *Exposure limit values with special reference to chemical industries in developing countries*, was completed. In the forestry and wood industries, activities included the organisation of national workshops on training in fuelwood and charcoal preparation in Burma and Nepal. Advisory services on the same topics were provided to Ethiopia and Mali. In the context of the Joint FAO/ECE/ILO Committee on Forest Working Techniques and Training of Forest Workers, the ILO contributed to a training seminar/study tour on forestry working techniques, the training of forest workers and the rehabilitation of low-productivity forests. Pilot studies on ergonomics in logging and sawmilling in the Philippines were also completed. Preliminary work was undertaken with a view to launching technical co-operation and technical advisory services in the leather and footwear industry and the petrochemical sector.

The 33rd and 34th Meetings of the ILO/UNIDO Working Party were held in Vienna and Geneva respectively. The ILO was also represented in the 16th
Session of the Industrial Development Board and the 21st Session of the Permanent Committee of the IDB. It participated in the work of the Fourth General Conference of UNIDO to which it made a written contribution entitled "Social aspects of industrialisation". A tripartite delegation of the Governing Body also attended the Conference. The ILO's collaboration with UNIDO included participation in the Second Consultation on Food Processing and in the meetings of the UNIDO Panel on the Leather Industry. The ILO was represented at meetings of UNCTAD, GATT, the ECE and the FAO.

Basic industries and transport

The Fourth Tripartite Technical Meeting for Mines Other than Coal Mines was held in Geneva in January 1984. It unanimously adopted two sets of conclusions, one on workers' health with special reference to the effects of the working environment and of technological changes; and the other concerning freedom of association, industrial relations and collective bargaining practices in mines other than coal mines. The Committee also unanimously adopted six resolutions relating to the industry. They concerned future ILO activities relating to mines other than coal mines, employment and social policies, the application of international labour standards, multinational enterprises, working time and the publication in Spanish of reports of future Tripartite Technical Meetings.

The General Report was completed for the 11th Session of the Inland Transport Committee held in January 1985. A periodic report on the effect given to the requests of the 11th Session of the Coal Mines Committee was submitted to the Governing Body at its 228th Session (November 1984).

A total of 15 country studies on the social and economic implications of structural changes in plantations and a study on social and labour issues of coal mining development in developing countries were completed. Several papers on mining, petroleum and energy questions were presented at major conferences, including the World Mining Conference. The results of the first phase of the project on the social and economic effects of petroleum development in non-OPEC developing countries were published and formed the basis for contributions and papers at various seminars and courses.

The focal point for energy questions negotiated and co-ordinated Office-wide inputs into a growing number of energy-related activities and programmes which have been implemented in several countries of Africa and Asia. Of particular importance are the ILO contributions to the Regional Energy Development Programme of ESCAP and to the UNDP/World Bank energy assessments and energy management assistance programmes. Follow-up technical co-operation activities were initiated in a number of African and Asian countries concerning manpower development, training and socio-economic implications of the development of different energy sources.

Maritime industries

The 24th Session of the Joint Maritime Commission met in Geneva from 20 to 28 September 1984 and discussed the six items which had been included in its
agenda as well as certain other questions. Technical reports on the six agenda items were prepared by the Office for submission to the Commission. It adopted resolutions on social security, health protection and medical care, the Merchant Shipping (Minimum Standards) Convention, 1976 (No. 147), the Wages, Hours of Work and Manning (Sea) Recommendation, 1958 (No. 109), and the revision of the Repatriation of Seamen Convention, 1926 (No. 23). Other resolutions dealt with war risk areas and the safety of life of seafarers, the carrying of radioactive nuclear cargoes, unlawful detention of seafarers abroad, occupational safety and working conditions on board maritime mobile offshore units and Spanish-language services for the Joint Maritime Commission. A resolution was also adopted on the agenda and composition of the next Preparatory Technical Maritime Conference and the agenda of the subsequent Maritime Session of the International Labour Conference.

The first meeting of the Joint FAO/ILO/IMO Working Group to prepare a training guide for fishermen was held in London in July. The next meeting of the group will be held during 1985. In addition, a technical report on inland boatmen for the 11th Session of the Inland Transport Committee was finalised. Assistance was provided in the Asian and Pacific regions by a regional adviser and an associate expert on maritime activities, both stationed at the ILO Regional Office in Bangkok.

Salaried employees and professional workers

In the field of commerce and offices a study of the provisions of collective agreements relating to the introduction of new technologies in banks and insurance companies led to the publication of an article on the subject in the International Labour Review. In addition, the preparation of reports for the Ninth Session of the Advisory Committee on Salaried Employees and Professional Workers (7-25 April 1985) was completed.

The Joint Committee for Postal and Telecommunications Services held its First Session from 27 November to 5 December 1984. The items on its agenda were as follows: General Report (Report I); methods of wage determination in the postal and telecommunications sector (Report II); and the working environment and safety and health (Report III). The Committee unanimously adopted conclusions on the technical items dealt with in Reports II and III. In addition, it adopted, also unanimously, six resolutions on the following questions: working hours in the postal and telecommunications services, freedom of association and the right to collective bargaining in these services, technological changes in postal and telecommunications services, women and workers with family responsibilities employed in postal and telecommunications services, youth unemployment, and ILO activities in the field of posts and telecommunications.

At the request of the Joint ILO/Unesco Committee of Experts on the Application of the Recommendation concerning the Status of Teachers the ILO and the Unesco Secretariat jointly prepared a booklet entitled The status of teachers, which appeared in December 1984 in English, French and Spanish. The
Report of the Director-General

The purpose of this booklet is to disseminate a wider knowledge of the Recommendation and its application to the practical problems faced by teachers, to show how the Committee of Experts monitors its application and to present the conclusions reached by the Committee on many important aspects of employment and conditions of employment and work of teaching staff (criteria for recruitment, codes of conduct, the role of teachers' organisations, machinery for the settlement of disputes, the right to strike, remuneration and the shortage of teachers).

A study on the status of journalists as workers, which is the result of many years of research, has been published in English and French under the title Profession: Journalist.

Hotels and tourism

As in past years, technical co-operation continued to be a major activity under this programme. However, mainly because of reductions in extra-budgetary resources, delivery was approximately 50 per cent lower than in 1983. Technical co-operation was provided to member States through 16 projects with total external financing of about US$2 million. Projects were completed in Brazil, the Dominican Republic, Guinea, Iraq, Jordan, Malawi and the Netherlands Antilles. New projects were started in Cyprus, Jordan and Niger.

Short-term technical advice and regional advisory services were provided to member States in various countries, including Algeria, the Bahamas, Costa Rica, Greece, Honduras, Indonesia, Nicaragua, Malaysia, Oman and Peru. The hotel and tourism inter-regional adviser undertook promotional missions and provided technical advice on a case-by-case basis in Asia and the Pacific, Africa and the Americas.

Short technical seminars and workshops were conducted at the request of member States in Costa Rica, Malaysia and Thailand (in Malaysia with the Asian Productivity Organisation). Technical advice and assistance were provided to the ESCAP/ILO Tourism Unit in Bangkok. A joint programme of work was drawn up and technical questionnaires were prepared for ESCAP to collect information with a view to conducting a regional seminar on tourism and manpower development in 1985.

Co-operation was established with the Tourism Committee of the OECD for conducting a survey of the labour market in the hotel sector in OECD countries. Co-operation with the International Hotel Association was strengthened and expanded, to include, in addition to the training activities already undertaken, a study on the seasonal problems of the hotel industry.

A seminar on human resources development and tourism for senior officials of the tourism organisations of Bulgaria, Cyprus, Democratic Yemen, Hungary, Iraq, Romania, Saudi Arabia, Syria and Turkey was organised in Turin, jointly with the Turin Centre.

Work was completed on the joint WHO/ILO publication Safe food handling and food hygiene in hotels, restaurants and similar establishments, which will be
Activities of the ILO, 1984


As a follow-up to the Third Tripartite Technical Meeting for Hotels, Restaurants and Similar Establishments held in December 1983, a law and practice report was submitted to the 228th Session of the Governing Body (November 1984) on a possible international labour standard on conditions of work and employment of workers in the hotel and tourism sector.

The quarterly publication of HOTOUR Newsletter continued in 1984, with dissemination to about 500 institutions and individuals.

Multinational enterprises

In 1984 a major emphasis of this programme consisted of activities to promote the knowledge and application of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy in line with decisions made by the Governing Body on the recommendation of its Committee on Multinational Enterprises which held sessions in May and November. At its 228th Session (November 1984) the Governing Body endorsed the questionnaire for the third survey of the effect given to the Declaration covering the years 1983, 1984 and 1985, the period to be covered by the fourth such survey (1986-88) and proposals for an interim report on particular areas during this period, if recommended by the Committee on an ad hoc basis. It also took note of requests for interpretation of the Declaration, progress with ILO research and relevant developments in other organisations on which the Office had reported to the Committee.

As regards promotional activities, there was an intensification of contributions to ILO training programmes, including workers' education and International Institute for Labour Studies courses on the subject of the Declaration and its follow-up, and the ILO regional advisers on international labour standards were requested to take part in promotional efforts. Various advisory services were made available to workshops and seminars attended by ILO constituents and professional associations and bodies. The ILO also participated in a number of conferences, meetings and study tours, including a Conference of the International Bar Association (Vienna), a study tour of judges of the Federal German Labour Court (Geneva), the Seventh International Conference of Workers in Commerce (Berlin), a joint meeting of the Trade Unions Internationals of Textile, Clothing, Leather and Fur Workers and of Workers in the Metal Industry (Moscow), a seminar of the International Federation of Commercial, Clerical, Professional and Technical Employees (Graz), a meeting of personnel and industrial relations officers of overseas companies (London) and a meeting of the Federation of Netherlands Industry (The Hague).

In line with the request for the continuation of research into the implications for employment of multinationals contained in the 1979 Conference resolution concerning follow-up to the World Employment Conference, further studies on this subject were completed, including a major report on Technology choice and
employment generation by multinational enterprises in developing countries and updates of previous studies on the employment effects of multinational enterprises. Case-studies in selected French-speaking African countries were initiated jointly by the Bureau of Multinational Enterprises and the Jobs and Skills Programme for Africa (JASPA). In addition, a study on the employment effects of multinational enterprises in export processing zones in Ghana and Liberia was published and similar studies for several Latin American countries, including Brazil and Mexico, were commissioned. Several working papers were published or finalised within the research project on decision-making structures in multinationals and a report on Social and labour practices of multinational enterprises in the textiles, clothing and footwear industries was published in time to provide background information for the 11th Session of the Textiles Committee (October 1984). A report on Safety and health practices of multinational enterprises was also published.

To ensure proper co-ordination of activities, the ILO was represented at several United Nations meetings, in particular the Tenth Session of the Commission on Transnational Corporations (New York, April 1984). Working contacts were maintained with the United Nations Centre for Transnational Corporations and other organisations such as UNIDO, UNCTAD, OECD and EEC.

LABOUR INFORMATION AND STATISTICS

Statistics

Developmental activities in the field of labour statistics in 1984 focused on work related to a manual on statistics of the economically active population, employment, unemployment and underemployment; statistics of the informal sector; the revision of the six-volume publication of the Labour force estimates and projections, 1950-2000, issued in 1976; the revision of the International Standard Classification of Occupations (ISCO); the Convention concerning Statistics of Wages and Hours of Work, 1938 (No. 63); and the ILO October Inquiry on occupational wages, hours of work and retail prices.

Two methodological surveys, launched in Kerala (India) and Costa Rica in 1983 to test the implementation of the new resolution concerning statistics of the economically active population, employment, unemployment and underemployment adopted by the 13th International Conference of Labour Statisticians (ICLS) in 1982, were completed and the data processed and partially analysed.

With respect to the revision of Labour force estimates and projections, 1950-2000, revised estimates which took into account the results of the 1980 round of population censuses were prepared for some 150 countries.

Work on the revision of Convention No. 63 was completed on schedule. The second report on the Revision of the Convention concerning Statistics of Wages
Activities of the ILO, 1984

and Hours of Work, 1938 (No. 63), prepared for the first discussion of the subject at the 70th Session of the International Labour Conference on the basis of the replies to the questionnaire contained in the first report and containing Proposed Conclusions with a view to a new Convention, was considered by the 70th Session of the International Labour Conference. The first report prepared for the second discussion at the 71st Session of the Conference provided an account of the Conference proceedings together with the texts of a proposed Convention concerning labour statistics, and a proposed Recommendation to supplement the Convention, based on the Proposed Conclusions adopted by the Conference. This report was sent to governments for comment.

Government reports on the application of Convention No. 63 were examined, and technical comments made, with a view to advising the Committee of Experts on the Application of Conventions and Recommendations.


The first phase of the project to revise Part 3 of the ILO October Inquiry on retail prices was completed. The purpose of the revision is to broaden the range of items and improve their specifications in order to make price comparison more valid.

The first phase of activities with respect to statistics of absenteeism and labour turnover has been completed. Reports have been prepared on existing statistics in these fields, on their problems of concepts and on their measurement.

Work in 1984 on the revision of the International Standard Classification of Occupations (ISCO) clarified basic issues and reviewed national practices and experiences as well as users' requirements.

The programme of work embracing the collection, analysis and dissemination of labour statistics was implemented in 1984 in the form of the Year Book of Labour Statistics, the quarterly Bulletin of Labour Statistics, the new version of the Technical Guide (now entitled Statistical Sources and Methods) and press releases in which some of the results of analytical work undertaken in the area of statistics were disseminated. The Year Book, the quarterly Bulletin of Labour Statistics and its supplements for 1984 were published on schedule. Each Bulletin contains articles on the methodology of labour statistics.

Numerous advisory missions on specific problems relating to labour statistics development were undertaken by the regional adviser on labour statistics for Africa and the four regional experts on household surveys operating within the framework of the inter-agency programme of national household surveys.
Report of the Director-General

Library and information

Most of the central library and documentation activities are by definition continuous and designed to provide the ILO with an international collection of information in its major areas of interest. These include the production, 11 times a year, of the bulletin of abstracts, *International Labour Documentation*, the distribution, through commercial and non-profit institutions, of the LABORDOC database; and the provision of about 2,500 tailor-made bibliographies annually to users in the ILO and elsewhere.

Social and labour information

Three issues of the *Social and Labour Bulletin* were published in English, French and Spanish. The computerised Labour Information Database (LID), created in 1979, continued to be distributed commercially, under licence, through international information networks. The LID computer-produced microfiches, launched in 1982 and containing all records included in the database, were delivered to subscribers on schedule (two dispatches per year).

A volume entitled *Collective bargaining: A response to the recession in industrialised market economy countries*, containing a collection of articles on this topic published between 1978 and 1983 in the *Social and Labour Bulletin*, was brought out in English and French. A Spanish edition is being prepared for publication in co-operation with the Spanish Ministry of Labour.

The second volume of the *World labour report* was completed (for publication in 1985). It has five major parts: labour relations; international labour standards; training; conditions of work; and women at work.

REGIONAL ACTIVITIES

Africa

One of the major preoccupations of the ILO during 1984 was the economic and social crisis in Africa, which was aggravated by a recrudescence of the drought which is endemic in many parts of Africa and by a complex array of unfavourable external conditions coupled with numerous domestic policy failures. Twenty-four countries were hard hit by the beginning of the year and another ten were affected in the course of the year. Out of the 34 countries, 24 are least developed countries and have suffered the most. Some 150 million people were threatened by famine and malnutrition by the end of the year.

The ILO has therefore responded actively to the initiative of the Secretary-General of the United Nations to assist in endeavours to cope with the present crisis. The ILO participated in United Nations efforts to monitor the situation in Africa and to co-ordinate emergency relief aid and established an
ILO focal point for the African crisis. Short-, medium- and long-term ILO activities to meet the crisis were defined and further measures were taken in 1984 to provide assistance to Africa.

This section describes activities undertaken in the region by regional teams, regional centres and regional advisers. Important activities to benefit Africa, such as special public works programmes, promotion of food security in Africa and assistance to improve management of food distribution in Africa are reported under the respective headquarters technical programmes.

As in previous years, the ILO continued to assist countries in the preparation of projects to be submitted to donors in accordance with the resolutions adopted by the United Nations Conference on the Least Developed Countries (Paris, September 1981). The ILO also participated actively in the revision of UNDP country programmes. In one case, Ghana, a multidisciplinary mission was sent to the country to assist the Government in preparing projects to be included in the country programme.

The Jobs and Skills Programme for Africa (JASPA) provided technical assistance to a number of countries. As a follow-up to an earlier request, JASPA launched a sectoral mission to Madagascar to conduct two surveys. The first was on the manpower structure and the availability of wage-employment opportunities and the second examined the employment potential of the informal sector.

Nigeria received a preparatory mission to examine possible areas of ILO assistance in the fields of rural development and manpower planning. Project documents have been prepared for this assistance. At the request of the Government of the United Republic of Tanzania, JASPA conducted an informal-sector employment survey in Dar es Salaam.

JASPA finalised the reports of employment missions which it had undertaken to Benin, Mali and Rwanda in previous years. It undertook sectoral missions to Togo and Zaire and submitted a first draft of the report on its findings in Zaire to the Government. A national seminar was organised on Benin's employment problems as a follow-up to the JASPA employment mission. In addition, JASPA participated in three major meetings on state policies and food production in Africa, manpower forecasting and planning, and science and technology respectively.

Two studies, one on the patterns and problems of women's employment in six English- and six French-speaking African countries and another on patterns of rural development and their impact on employment and incomes in eight English-speaking African countries, were completed in the course of the year. Two other studies were launched, one in collaboration with the Bureau of Multinational Enterprises on multinational corporations and employment, and the second on youth employment and special employment and training schemes.

The Southern African Team for Employment Promotion (SATEP) has continued to work closely with both the Southern African Development Co-ordination Conference (SADCC) and the Southern African Labour
Commission (SALC). Thus SATEP participated in meetings of experts to discuss the question of employment and manpower information systems in SADCC countries and in the manpower symposium organised by SADCC's Regional Training Council.

SATEP attended the sixth SALC meeting and presented two papers, one on recent trends in labour migration to South Africa and the second on skill profiles of migratory labour. Several national studies were undertaken including, at the request of Botswana, an examination of income policies in that country; two studies on the prospects for employment creation in informal small-scale industries in Lesotho and Zimbabwe; and studies on prices, incomes, wages and employment policies and on the village agricultural programmes in Zambia.

SATEP also participated in two seminars and workshops organised by the Zambia Congress of Trade Unions in the course of the year. Five fellowships were awarded and implemented by SATEP to the three liberation movements in southern Africa: ANC, PAC and SWAPO.

Following the meeting of the Technical Committee of the Inter-African Centre for the Development of Vocational Training (CIADFOR) which was held in Yamoussoukro (Ivory Coast) in 1983, and in which the Committee agreed on the draft statutes for the Centre, the Statutes were submitted to and noted by the 228th Session of the Governing Body (November 1984).

Under CIADFOR's project on training policies a number of national studies on matching training with employment opportunities were initiated, and technical groups followed up on the practical application of previous studies undertaken in this area. CIADFOR also continued its series of national studies on occupational classification and published a study on the Ivory Coast.

A survey on the capacity of training institutions intended to help policy-makers to decide the future development of their training systems was initiated during the year. Teaching material was disseminated to member States and a training course on its use, attended by participants from seven countries, was organised in Libreville in March 1984.

The two African regional labour administration centres, ARLAC and CRADAT, continued to organise labour administration training courses.

ARLAC organised four courses during 1984. One was a nine-week course for young labour officers; and another was a three-week refresher course for experienced labour officers. The remaining two courses were on labour relations and employment services respectively. ARLAC issued three numbers of its newsletter, a brochure on its objectives and areas of operation, as well as a book on its training of trainers. A book on the upgrading course for factory inspectors was prepared and was published by the end of the year.

CRADAT organised three courses in 1984: its twentieth ordinary course for labour controllers, which lasted seven months and was attended by 26 participants; a five-week specialised course on the organisation and administration of employment exchange offices, attended by 23 participants; and a three-month course for labour inspectors, financed by the Belgian Government, with 25 participants. CRADAT also organised or assisted in
organising national seminars on various labour administration subjects in Benin, Burkina Faso, the Central African Republic and Guinea. On the research side, CRADAT completed studies on inter-occupational minimum guaranteed wages and minimum wages in agriculture. It started a survey on the programmes of training for labour inspectors and controllers and is in the course of preparing a directory of African experts in the field of labour, employment and occupational safety and health.

Regional advisory services continued to be provided to member States. At the end of the year 23 regional advisers were assisting governments in the preparation of new projects to be financed by the UNDP, the World Bank or multi-bilateral donors. They also participated in the evaluation of operational projects and assisted and advised them whenever required, provided short-term assistance and advice on specific technical problems, and organised and participated in seminars, workshops and courses in the region.

The ILO continued to maintain close collaboration with regional and subregional organisations and economic groupings in Africa. It attended a large number of meetings organised by the ECA, in particular those which had a direct relationship with the present economic and social crisis in Africa, such as the fourth meeting of the Conference of Ministers of Transport, Communications and Planning, the Scientific Round Table on the Climatic Situation and Drought in Africa, the Regional Meeting on Natural Disaster Prevention and Preparedness in Africa, the Conference of African Least Developed Countries and the Second Conference on Human Resources Planning, Development and Utilisation. The ILO also assisted at the seventh meeting of the OAU Labour Commission and continued to assist the OAU in establishing an African Rehabilitation Institute (ARI). Close collaboration was also maintained with the Economic Community of West African States (ECOWAS), the African-Mauritian Common Organisation (OCAM), the Economic Community of the Great Lakes Countries (CEPGL) and the Central African Customs and Economic Union (CACEU) with a view to revising and harmonising their conventions on social security. The ILO organised a seminar on collaboration with the CEPGL on the free movement of workers in the three countries members of that organisation.

Americas

In 1984 the Regional Employment Programme for Latin America and the Caribbean (PREALC) provided technical advice to 15 countries in the region in the fields of development strategies and long-term structural evolution of employment, economic policies and their short-term impact on employment, and employment planning techniques. In addition, studies on improving the satisfaction of basic needs in Latin America were continued, and the Governments of Argentina, Bolivia, Brazil, Ecuador and El Salvador were advised on short-term employment policies.

PREALC participated in the formulation of policies to improve incomes in the urban informal sector in Colombia, Costa Rica, Ecuador, Panama, Paraguay
and Venezuela. PREALC also collaborated with the Governments of Guatemala, Jamaica, Mexico and Nicaragua with regard to population and employment policies. Experts from PREALC took part in joint missions to Guatemala in matters relating to agricultural employment, and to Uruguay in specific areas of economic and employment analysis and policies.

The Government of Costa Rica and PREALC sponsored the Fourth Latin American and Caribbean Regional Conference of Employment Planners, held in San José, Costa Rica, from 22 to 25 October 1984. High-level officials from labour and planning ministries of 22 countries of the region as well as representatives of employers' and workers' organisations and observers from international organisations participated in this Conference. Its main purpose was to facilitate the sharing of experience relating to employment and incomes. PREALC submitted two documents for discussion, entitled “Después de la crisis: Lecciones y perspectivas” and “La creación de empleo en períodos de crisis”.

Research undertaken by PREALC remained closely linked to technical co-operation and training activities and its findings were published as working papers, monographs and books. Three issues of PREALC Informa were published.

In 1984 the Inter-American Vocational Training Research and Documentation Centre (CINTERFOR) celebrated its twentieth anniversary. To commemorate this, 1984 was proclaimed the “Vocational Training Year” and most of the member institutions carried out special activities aimed at underscoring the importance of training for human resources development. The Centre’s Technical Committee at its meeting in Cartagena, Colombia, adopted a document, the Cartagena Declaration, which recommended long-term training objectives for the region. A seminar on vocational training and productivity was held in conjunction with the Technical Committee in which representatives of training institutions of 42 countries participated.

Jointly with the Turin Centre, CINTERFOR successfully completed a project on training for the development of small enterprises in the rural informal sector. It involved an introductory course, follow-up activities in ten countries and a final evaluation to determine the possibilities of replicating it in other countries of the region.

In the context of technical co-operation among developing countries (TCDC), CINTERFOR promoted networking arrangements involving initially four training institutions in the construction industry. A project supported by the Government of Venezuela to foster co-operation in human resources development among the countries of Central America and the Caribbean was completed in the middle of 1984. Moreover, 29 bilateral co-operation agreements were signed under CINTERFOR’s auspices.

The structure and means of operation of the Inter-American Centre for Labour Administration (CIAT) were adapted to its new status as a permanent institution of the ILO, following the entry into force of its Statute which had been signed in March 1983. One consequence was the reinforcement of tripartite
involvement in the design and execution of CIAT's programmes and projects.

The Centre co-operated with the ministries of labour of Bolivia, Brazil, Ecuador, Mexico, Panama, Peru and Venezuela in various programmes of labour administration, particularly labour inspection and employment services, and directed its attention to issues such as minimum wages, underemployment and open unemployment, working conditions and collective bargaining. Noteworthy was a project in Brazil as a result of which a country-wide system for labour protection was introduced which applied up-to-date administrative technologies, including computers, to traditional labour administration tasks, such as labour inspection.

CIAT continued its involvement in activities related to working conditions and environment through the organisation and carrying out of a national tripartite seminar in Peru, and participation of its staff in meetings of a similar nature in Brazil and Venezuela.

CIAT also undertook technical co-operation activities and provided advisory services regarding the restructuring of labour ministries in Argentina, Costa Rica, Haiti, Mexico, Paraguay and Uruguay.

A joint UNDP/ILO mission carried out an evaluation of CIAT’s activities since its inception.

The Caribbean Labour Administration Centre (CLAC) provided assistance to countries in the Caribbean on such topics as restructuring of labour departments, training of labour and occupational safety officers, setting up of tripartite consultative mechanisms or labour advisory boards, and revision or updating of labour ordinances or codes. It also facilitated placement of fellows and internships.

The Latin American Occupational Safety and Health Centre (CLASET), which has operated since mid-1983 from the premises of the Brazilian National Foundation for Occupational Safety, Hygiene and Medicine (FUNDACENTRO), carried out advisory services, often combined with specialised courses, in a number of countries of the region. Especially noteworthy was CLASET's participation in the organisation and running of two national tripartite seminars on working conditions and environment in Bolivia and Peru.

Asia and the Pacific

In 1984 regional technical advisory services were strengthened by the appointment of full-time regional advisers in international labour standards, maritime training, vocational rehabilitation and productivity measurement. Thus member States in the region were provided with advisory services, training and backstopping for technical co-operation projects in all major areas of ILO technical competence.

A salient feature of the regional operational programme in 1984 was the special efforts to assist governments in formulating and implementing their productivity enhancement programmes. A series of national tripartite
round-table meetings and training workshops on productivity enhancement were held during the year. Missions were undertaken to assist governments in preparing project documents in the fields of management training and productivity measurement and analysis. Apart from success in obtaining UNDP funds for a project on productivity services of the Bangladesh Employers’ Association, preparatory work was completed for two regional training courses on “workers’ involvement in decision-making on work organisation for higher productivity” and “training of trade union leaders on productivity”, both to be held in close collaboration with the Turin Centre during 1985. Productivity was also discussed in a regional workshop on supervisory training, organised jointly by the Turin Centre and the Regional Office for Asia and the Pacific.

The Asian Regional Team for Employment Promotion (ARTEP) continued to assist the member States of the region in strengthening their capacity to overcome the problems of employment and poverty. The assistance included technical advice, training, policy research and promoting regional co-operation. As from 1984, ARTEP undertook the functions of regional advisers in manpower planning and in rural industrial development and technology.

In 1984 ARTEP placed emphasis on activities under two UNDP-funded projects: employment and basic-needs planning in the least developed countries in Asia, and evaluation of an employment creation scheme. With regard to the LDCs, ARTEP provided assistance to Bangladesh in implementing a national manpower planning project; undertaking studies on education and skill composition of the labour force, and the impact of overseas migration; organising three national training courses; undertaking a study on employment planning in rural small-scale and cottage industries; and other investigative studies for the preparation of the next five-year development plan. In Nepal ARTEP co-operated with the National Planning Commission in employment and basic-needs planning for the sixth five-year plan and a long-term perspective plan. A major socio-economic survey and a basic-needs survey were undertaken in March and the data collected are being analysed by ARTEP. In the Lao People’s Democratic Republic the third phase of the project on strengthening employment planning was launched. Assistance was also rendered to Bhutan in employment and basic-needs planning.

Under the project on evaluation of employment creation schemes, a series of country studies was started with Bangladesh, India, Indonesia, Nepal and Sri Lanka in 1984, which demonstrated the urgency of these schemes to cope with the problems of increasing landlessness and underemployment as well as unemployment of women and youth. ARTEP also assisted in establishing an employment monitoring and evaluation unit within the Planning Commission of Pakistan.

Apart from these two major subprojects, ARTEP provided assistance to India in the evaluation of current employment programmes with recommendations for future policy options and to Malaysia on a manpower forecasting system under a UNDP/ILO project on manpower planning. A national training course on techniques of planning human resource development
Activities of the ILO, 1984

and policy-making was organised in Pakistan in February, and a seminar on evaluation of an integrated rural development programme in Sri Lanka in April. ARTEP also undertook a major agricultural employment mission in Sri Lanka in September 1984. A manpower plan for rural employment promotion and income generation for the region of Palawan in the Philippines was completed and progress has been made in assisting Thailand in the preparation of policy studies for the sixth development plan.

Several country studies were completed or are in progress in the areas of industrial restructuring in newly industrialised countries (China, India and Singapore); the impact of the world recession on employment and poverty (China, India and the Republic of Korea); rural and small-scale industries (Bangladesh, Nepal, the Philippines and Thailand); long-term trends in agricultural wages and employment; the impact of out-and-return migration on domestic labour markets (Bangladesh, Pakistan and Sri Lanka); and the experience of manpower planning and labour market policies in ASEAN countries.

A UNDP tripartite review of ARTEP was held in October 1984 in which favourable responses were received from both the UNDP and the participating countries. The review endorsed the future work programme of ARTEP and the extension of UNDP support until the end of 1986.

The Asian and Pacific Project for Labour Administration (ARPLA) made a sustained effort to promote the development of a regional network of employment and labour inspection services, as recommended by an ILO/UNDP evaluation mission in April-May 1983. In August a study based on consultations and questionnaire replies, exploring and elaborating a potential network structure suitable for labour administrations in the region, was completed and disseminated to governments.

At the tripartite review of ARPLA held in October 1984, participating governments attending the meeting discussed the proposed network approach in detail and agreed in principle to the concept of networking aimed at promoting collective self-reliance in technical co-operation by devolving the technical and financial responsibilities of ARPLA to participating governments in future.

One of the major activities of ARPLA in 1984 was a regional training course for staff development officials and senior trainers of potential TCDC centres on the role, functions and organisation of labour administration systems in designing, developing, managing and evaluating training programmes. The fourth inter-country programme of training for trainers in factory inspection functions of labour administration was organised on a TCDC basis by the Central Labour Institute in Bombay, India. ARPLA also organised an eight-week on-the-job training programme on factory inspection for officials of the South Pacific island countries. Fellowships were awarded to 12 labour administration officials of the LDCs and South Pacific developing countries for training in different aspects of labour administration. In May 1984 ARPLA organised a symposium on overseas employment administration in Thailand.
In 1983 ARPLA commissioned four country studies in Bangladesh, India, Nepal and Thailand on labour inspection in the jute industry. The experts who had undertaken the studies met in Bangkok in March 1984 to discuss and finalise their report. Advisory services were rendered to Fiji, Western Samoa and Tonga on administration of programmes for occupational safety and health and the welfare of women workers. Two fellowships were awarded to senior labour inspection officials of Bangladesh to study industrial safety and medical inspection functions of labour inspection in India. Four training courses were also conducted in Bangladesh on the management of employment service functions. A study concerning the minimum wage of agricultural workers in India was completed in 1984. ARPLA also completed four training manuals for trainers, one of which was designed for South Pacific countries.

During 1984 a second tripartite review of the Asian and Pacific Skill Development Programme (APSDEP) took place in Islamabad. The implementation of APSDEP activities, including progress in networking, was favourably assessed by both the UNDP and the Government of Pakistan, which was representing the other participating governments of the region. The sixth meeting of the APSDEP Technical Committee was held in Jakarta in October 1984. At this meeting, a legal statute for APSDEP was presented for discussion and was accepted and endorsed by the participating countries with some modifications.

In the field of rural vocational training APSDEP carried out a series of research studies in selected South-East Asian countries, with the objective of identifying training needs and highlighting policy issues. The country papers were analysed and formed a background document for a subregional workshop. Based on three subregional workshops held in 1984 and earlier, policy guide-lines on rural training were prepared and presented to the sixth meeting of the Technical Committee of APSDEP.

A regional seminar on documentation and information systems in vocational training was held in Thailand to train personnel in documentation work and to discuss the various kinds of activities for effective networking. APSDEP's Documentation and Information Centre continued its publication and information collection and dissemination programme.

A regional training course on audio-visual aids technology was held in Tokyo to review the state of audio-visual materials development and utilisation for vocational training in Asia, and to develop concepts and ideas on the organisation of media resource centres, including auto-tutorial laboratories.

Arab States

The difficulties experienced since 1982 for ILO operations in the Arab States continued in 1984 owing to events in Lebanon, and the temporary transfer to headquarters of the Regional Office for Arab States has affected the implementation of the work programme.
Three operational projects were extended: agricultural support services, Aden; co-operatives and training, Jordan; and training for hotel and tourism occupations, Iraq. In addition, the ILO completed a first actuarial review of Kuwait's social security scheme and in late 1984 signed a trust agreement to undertake a second review in 1985. Two new projects have been approved: management of construction programmes and projects, Iraq; and hotel investment, development and management, Jordan.

Following the ILO multi-disciplinary mission to Lebanon in December 1982, only one of the four projects proposed (vocational rehabilitation) has progressed, and the final project document will be submitted shortly to the UNDP for approval. The prevailing security situation has precluded further development of the other three projects.

In close co-operation with the Arab Labour Organisation (ALO), measures were taken to promote joint execution of two regional projects: a Regional Arab Centre for Labour Administration, and an Arab project for employment promotion. The labour administration project document has been revised and has been submitted to the UNDP for approval. The project, to be located in Tunisia, is expected to start in the first half of 1985. In the field of occupational safety and health a consultant was appointed for two months to identify needs and promote co-operation with the Regional Centre for Occupational Safety and Health recently established by the ALO in Damascus.

The regional advisers continued to provide assistance in the countries of the region in the fields of labour administration, employers' organisations, vocational training, co-operatives, employment and manpower planning. In the course of 1984 a regional adviser in the field of workers' education was appointed and undertook several missions and prepared seminars in close co-operation with the International Confederation of Arab Trade Unions. During 1984 some 45 missions were carried out by the regional advisers.

Europe

Operational activities corresponding to a broad spectrum of social and labour policies in the European region continued to be implemented through direct contacts, missions to individual member countries, seminars and co-operation with regional and subregional organisations such as the Economic Commission for Europe (ECE), the Organisation for Economic Co-operation and Development (OECD), the Commission of the European Communities (CEC), the Council for Mutual Economic Assistance (CMEA), the Council of Europe and the European Regional Committee of the WHO. ILO technical co-operation activities financed from UNDP and RBTC resources continued in most of the European developing countries.

Significant technical advisory missions were carried out to Cyprus, Greece, Hungary and Turkey in the fields of construction management, hotel and tourism development, vocational rehabilitation of the disabled, co-operatives, labour productivity, employment and vocational training. A multidisciplinary
PIACT mission visited Portugal. Two technical co-operation projects were terminated: co-operative development in Portugal and assistance to the National Productivity Centre in Turkey.

Programme development and tripartite review missions were carried out in Bulgaria, Hungary, the Islamic Republic of Iran, Poland, Portugal and Romania. Another mission reviewed present programmes and institutional capacity in the fields of labour administration and small enterprise development in Cyprus in order to develop regional or inter-regional TCDC activities in these fields.

Special efforts were made as regards World Bank-financed projects. In this connection, preparatory missions in the fields of vocational training and equipment procurement were undertaken to Turkey.

In the context of the UNDP/ILO European regional project for second-generation migrants, the pilot project for training second-generation migrants as trainers for their own groups was completed. A guide is being prepared in order to promote this type of practical action. A tripartite meeting on the reintegration of second-generation migrants in cases of voluntary return was held in Belgrade with the support of the Yugoslav authorities.

Preparations were made for a meeting of experts on the implications of new technologies for work organisation and occupational safety and health in industrial countries and a tripartite advisory meeting on the integration of youth into working life. Both meetings mainly concern Europe and will be held in 1985.

INTERNATIONAL INSTITUTE FOR LABOUR STUDIES

Educational activities

The Institute organised two major educational activities during 1984. The first was the 19th International Internship Course on Active Labour Policy Development, held from 25 April to 6 June 1984. Topics included the processes of economic and social change; demographic, employment and related aspects of development; comparative industrial relations; and the role of the ILO in the formulation and implementation of labour and social policy. The second activity was the Fourth Tripartite International Course on Labour-Management Relations in the Petroleum Industry, held from 2 to 19 October 1984.

Research

The programme on the social implications of the implementation of the Lagos Plan of Action continues to be the main framework for the Institute’s activities in favour of Africa. In February 1984 a review meeting (OUA/UNDP/IILS) undertook the evaluation of the preparatory phase of this project, completed in May 1984.

A research project was completed on the relations between technology, work and social systems. As a result key elements and relationships were identified as
points where societies might be able to direct the functioning and evolution of national technological systems. This theoretical work served as the basis for the preparation of a detailed research programme, planned for 1985-87, entitled “the future of technology, production and work”, which will seek to identify operational approaches that can be applied in national settings.

Following its symposium held in December 1983 in Colombo, Sri Lanka, the Institute prepared a volume on appropriate participative schemes in enterprises and organisations in selected Asian countries, to be published in the Institute’s Research Series. Dissemination of information also continued in the Research Series, the Bibliography Series and the Public Lectures Series.

Other activities

In April 1984 the Institute was represented at the seventh meeting of the OAU Labour Commission composed of African ministers of labour. A report of Institute activities of relevance to Africa for the 1982-83 period was presented.

The Institute organised or participated in a number of seminars and meetings, including a tripartite national seminar in Israel on employment and unemployment, with lectures on industrial relations approaches to meeting unemployment problems; an inter-regional seminar on national experience relating to the improvement of the situation of women in rural areas, organised in Vienna by the United Nations Centre for Social Development and Humanitarian Affairs; the European Regional Congress hosted by the Austrian Industrial Relations Association; and an international workshop on “new technologies, youth employment and the transition from school to work”, organised by the Institute for Youth Studies (Sofia) and the European Co-ordination Centre for Research and Documentation in the Social Sciences (Vienna).

At the request of the President of the Federal Labour Court of the Federal Republic of Germany, the Institute organised a one-day visit (4 September 1984) of the ILO and Institute for some 25 judges of the Court. This visit provided an opportunity for the judges to meet those responsible for ILO activities of direct relevance to their functions and to discuss problems of common interest.

The Institute also organised a meeting of European labour court judges in Szeged, Hungary, for some 25 participants from labour courts and related institutions (e.g. employment tribunals, social chambers). Subjects included the structure of labour courts; the place and the role of the labour court in the industrial relations and judicial systems; the increasing workload of the courts and the means by which it might be handled effectively; and possible future activities to be organised by the judges themselves.

At the request of the Ministry of Labour and Social Security, the Institute provided assistance to the Turkish Government for the reactivation of the Near and Middle East Labour and Social Security Training and Research Centre. A mission to Ankara was carried out in September 1984 and proposals regarding
programme, administrative structure, staffing and physical facilities were submitted to the Minister.

The quarterly review *Labour and Society* appeared regularly in English and French during 1984. As from January 1985 this journal will be issued three times a year, but with no reduction in total annual volume.

INTERNATIONAL SOCIAL SECURITY ASSOCIATION

For the International Social Security Association (ISSA), 1984 was marked by an important series of events carried out under its regional activities programme. Of these, the most significant was the Eighth African Regional Conference, held in September in Lusaka. Delegates from 25 countries attended this conference which provided an opportunity to review ISSA's activities in the region since 1982, to consider proposals for future activities, and to discuss four technical issues: African experience in sickness insurance and health protection under social security; the development of electronic data processing in social security; the financing of social security and the investment of funds; and the role of social security in the prevention of employment accidents and occupational diseases.

The fourth meeting of the heads of ISSA member organisations in the English-speaking Caribbean, which took place in November in Nassau, the Bahamas, reviewed ISSA activities of concern to countries of the subregion and examined problems relating to administrative efficiency, old-age income security and public relations. The American regional working groups for the planning and financing of social security held a joint meeting in Santo Domingo, the Dominican Republic, in November to consider the measures adopted by social security schemes in the face of the economic crisis. A round-table meeting on the extension of social protection to marginal groups in rural areas was organised jointly by the ISSA, the Inter-American Permanent Committee on Social Security and the Mexican Social Insurance Institute in November in Oaxtepec. The purpose of the meeting was to review Mexico's experience in this field and at the same time to consider the varied approaches adopted by other countries.

In the framework of its Asian regional activities the ISSA organised a round-table meeting on pensions protection in September in Istanbul. The subjects examined were the financing and adjustment of pensions; administrative issues relating to the collection of contributions and the payment of pensions; provisions for migrant workers; and the assessment of invalidity.

The training of social security staff was the subject of a European regional meeting held in Vilnius, USSR, in June. During 1984 the ISSA continued its own programme of training seminars for social security officials, three such seminars having been organised in Africa and Asia.

As part of its programme of technical activities the ISSA organised an international conference on the application of methods of quantitative analysis.
to social security in May in Rome. This conference, which was held in collaboration with the ILO, was the latest in the series of ISSA’s international conferences of actuaries and statisticians.

As part of ISSA’s research programme a conference was held in September in Vienna on the inter-relationships between the social problems of unemployment, sickness, invalidity and old age. Another aspect of ISSA’s research activities was its technical collaboration in the organisation of a meeting on the sociology of social security convened by the International Sociological Association’s Research Committee on Poverty, Social Welfare and Social Policy in June in Bergen, Norway.

An important series of symposia on the prevention of occupational risks was organised in collaboration with the various ISSA international sections responsible for prevention activities. These symposia were concerned respectively with machinery guarding, and with the prevention of occupational risks in agriculture, in the chemical industry and in the iron and steel industry.

The Association continued to publish at quarterly intervals the International Social Security Review, in English, French, German and Spanish, as well as its other periodicals, the World Bibliography of Social Security, Current Research in Social Security, Automatic Data Processing Information Bulletin, and the Studies and Research Series. The ISSA also issued a series of regional publications, and the papers and proceedings of various regional meetings and conferences were published as in the past in the respective regional editions of the Social Security Documentation Series.

INTERNATIONAL CENTRE FOR ADVANCED TECHNICAL AND VOCATIONAL TRAINING, TURIN

In 1984 the Centre maintained its activities at the level of previous years. It organised 68 courses and seminars, which were attended by 1,387 participants from 124 countries, and granted fellowships or financed study tours for the benefit of 486 persons representing a total of 99,767 participant-days.

The activities of the Turin Centre were broadly in line with the major fields of interest of the ILO and its member States.

In 1984 the Centre’s activities covered the following fields: management development, 23 per cent; advanced industrial training, 22 per cent; educational technology, 17 per cent; co-operatives, 8 per cent; training of workers’ education instructors, 8 per cent; management of energy resources, 6 per cent; improvement of working conditions, 4 per cent; rural development, 4 per cent; application of computer techniques to training, 2 per cent; industrial relations, 2 per cent; and other fields, 4 per cent.

The participants came from Africa (53 per cent), the Americas (17 per cent), Asia and the Pacific (17 per cent), Europe (7 per cent) and the Middle East (6 per cent). An increase in applications from the countries of Latin America and the Caribbean was noted in 1984.
In addition, the level of training and experience of participants was higher in 1984, more than 50 per cent of them having university education; this is evidence of the continually rising level of the content of the Centre's training programmes in comparison with previous years. The proportion of women participating in the courses rose from 12 per cent in 1983 to 15.7 in 1984.

The capacity and experience acquired by the Centre in previous years have enabled it to make a contribution in the fields of policy, organisation and management of training systems and institutions; pedagogic and technical upgrading of training personnel; the training of trainers, instructors and teaching staff; and the development of documentation services and teaching materials centres.

Activities in these fields represented 37.9 per cent of the Centre's activities in 1984, which witnessed an increase in demand for the training of instructors and supervisors, particularly in the energy, co-operatives and transport sectors, and in workers' education.

The experience acquired by the Centre in the development of training modules, the management of training systems, curriculum design, training methodology and audiovisual techniques enabled it in 1984 to organise training courses and seminars in support of national projects. In the 1984 programme the training of trainers was the subject of a project in Ecuador which was part of a national programme of technical education.

In 1984 a programme was begun with the World Bank in the field of transport, for the advanced training of senior staff of specialised services and institutions responsible for training in road maintenance. These initial activities, in which representatives of 17 French-speaking countries of Africa took part, will be followed by others for America, East Africa and Asia in 1985 and will be extended to include the maintenance of ports and railways.

Management training for co-operatives accounted for 8.46 per cent of the Centre's activities, and a programme for the management of industrial co-operatives — the first of its kind — was begun in 1984; this is part of a co-operative development project of the Government of Greece in co-operation with the European Economic Community.

During 1984 a number of activities were begun under the International Programme for Supervisory Training; two courses, one in Bangkok and one in Turin, were organised for foremen trainers using ILO modular teaching materials and other new materials developed in 1984.

The activities begun in 1983 in the field of rural development were diversified in 1984. The Latin American programme of training for the development of small and medium-sized undertakings in the rural informal sector, financed by the European Economic Community, was continued in 1984 in collaboration with CINTERFOR; ten countries participated.

There was an increase in the number of courses for worker educators. A hundred persons from Asia, Africa and Latin America participated in five courses in training methodology and audiovisual techniques, representing a total of 7,703 participant-days.
In response to requests from member countries the Centre organised new high-level specialised technical and pedagogic courses for senior managerial staff. It is interesting to note that in 1984 the number of specific requests for training received by the Centre greatly exceeded the supply of funds available or obtainable.

Moreover, although efforts to obtain financing are resulting in the continuing expansion of the Centre's international training courses, uncertainty regarding the time at which this financing will be approved by the various sources makes it extremely difficult for the Centre to schedule its activities far enough in advance to be able to send member countries meaningful information. Generally speaking, there has been a gradual rise in the level of the programmes offered by the Centre, along with increasing sectoral specialisation. The Governments of Belgium, Denmark and the Federal Republic of Germany have given valuable assistance in detaching national experts to help with certain courses. The Governments of Belgium, Denmark, Portugal and Spain have assisted the Centre by detaching national experts to assist with training programmes.