

MINUTES OF THE MEETING OF THE SUB-COMMITTEE WHICH STUDIES THE  
FUTURE OF THE COMPETITION HELD AT THE GULBENKIAN FOUNDATION IN  
LISBON ON THE 5TH AND 6TH OF DECEMBER, 1972

In attendance

Mr. Laman Trip  
Mr. Castelao  
Mr. Spoelgen  
Mr. Carita Diniz  
Mr. Hill  
Mr. Furuya  
Mr. Lee  
Mr. Wang  
Mr. Schürch  
Mr. Seger  
Mr. Häusler-Angeli  
Mr. Vlaemminck

Observer

Mr. Kim (Korea)

Secretariat

Mr. Albert

Mr. Laman Trip opened the session by welcoming all those in attendance and especially the Portuguese Delegation which he thanked for its hospitality.

Dr. Cech's resignation and Mr. Palomares absence made it necessary for him to preside the meeting once again. He went on to do so by considering the themes of the scheduled agenda.

Mr. Laman Trip said he had received a letter from the International President, which he assumed the members of the Committee had received indicating the possible points the agenda of the Sub-Committee's meeting could include, following the agreements made in Vienna. He stated that in his reply to the President he had indicated that the work at this meeting in Lisbon could begin with a study of his proposal on the contents which could be considered for the new Statute, Regulation or Constitution, however you like to call it, of the new and planned International Organization, in order to continue discussing the other matters mentioned by Mr. Palomares in his letter of notice of

the meeting afterwards. When all those present had given their opinion it was felt suitable to bear in mind the proposals of the Dutch Delegation, and the ones put forward by the Swiss, Portuguese and Spanish Delegations on altering the rules in force in our present Competitions. At these meetings it was decided to adopt the following order of matters to be discussed:

- 1.- Centre of Studies and Documentation
- 2.- Financing of the Secretariat's expenses.
- 3.- Election system for managing appointments
- 4.- Updating of the Constitution and Regulation of our Competitions



- 5.- Study of the Constitution of the new International Organization and of amendments to the Regulation presented by Switzerland and Portugal and the possibility of dividing or grouping the countries into zones or regions. These 4 matters coincide with points nos. 3, 6 and 7 mentioned by the President in his letter of convocation.

1) CENTRE OF STUDIES AND DOCUMENTATION. - The President recalled the discussion held at the meetings in Vienna and the resolution adopted by the majority of the countries to create the mentioned Centre of Studies and Documentation in the heart of our Competitions. He said that the Spanish Representative in the Sub-Committee had made a proposal for the planned Centre which had been given by the Secretariat to each of the members present in his + respective language. In order that the contents of this proposal be explained, he gave the floor to Mr. Castela.

Mr. Castela summarized the contents of his proposal, as everyone at the meeting had a copy, and centred his considerations on the advantage and need of creating this Centre which through future activities will provide a way of documentation and study, facilitating a better and richer information on apprentice training. It would also serve to orientate the possible promotion of our competitors, to interchange criteria and experiences with + other international organizations and raising the standard of all the activities which up to now from the basis of the International Competitions. In this way one could begin to convert our aspirations for the "future of these Competitions" into a reality. Mr. Castela asked that his proposal be added as an annex to the minutes to be drafted. It was thus agreed. (See ANNEX I).

No general objection was made to Mr. Castela's proposal. Those present at the meeting were in favour of creating this Centre of Studies and Documentation taking the mentioned proposal as a starting point. The following particular points were considered.

Mr. Spoelgen considered that the word "Centre" in Germany suggested a too ambitious an entity which goes beyond the proposed idea, as the word Centre infers a very high system of organization, investigation and financing. He proposed it be called "Section", "Department" or something similar. Mr. Castela proposed it be called "Bureau".

With regard to the financing of this entity, the President asked how this department would be backed financially and from where the necessary funds for it would be obtained. Mr. Caste-



lao declared that essentially it could be financed by the Secretariat General itself, with the National Youth Delegation of Spain which he represents offering the initial contributions, as long as they were not too high. He also offered the possibility of carrying out and completing the publications which are presently necessary in the Editorial Delegation which belongs to the National Delegation.

With regard to the establishment of the Studies Seminar, this was felt appropriate as long as it be carried out in a cautious and prudent way. It was felt suitable for the two Official Observers appointed annually for each Competition by the different member countries to take an important part in these Seminars. This Seminar would be variable with regard to its organization and the way in which it will operate. It would always depend on the subjects submitted to the same in order to contribute to the study or advice of the Organizing Council in different matters.

After many interventions by the gentlemen in attendance the following conclusions were reached to be proposed to the Council for its approval:

a) That the creation of this Centre of Studies and Documentation and Documentation be esteemed suitable, using as a base the proposal put forward by Mr, Castelao, in order to begin its activities.

b) That this organization be named "Department of Study and Documentation".

c) That this Department begin its activities by orientating the Seminar scheduled for the Competition to be held in Munich in 1973, and applying the Inquiry proposed by the Secretariat among the Competitors taking part in the National Competitions in each country.

d) That the activities of this Department be appointed to the Secretariat General of the Council and also the initial financing of the expenses incurred.

e) That in view of the objectives to be achieved in this first stage, the activities of this Department be increased, always in agreement with the guidance given by the Sub-Committee and the Organizing Council.



2) FINANCING OF THE SECRETARIAT'S EXPENSES.- The President repeated the resolutions adopted by the Sub-Committee at its meetings in Vienna on the financing of the expenses for the Competition, resolutions which should be submitted to the Organizing Council at these meetings in Lisbon for approval, if applicable. In Vienna it was also agreed that the Sub-Committee study the most adequate means of financing the Secretariat's expenses, especially those which affect its own development in its coordinating work in the activities of the Council, Technical Committee and Sub-Committee, since the Competition's expenses are determined in the indicated proposal which will be proposed to the Council on 7th of this month, as shown in their agenda.

Mr. Castelao intervened to state that the starting point of this debate should be subject to that which is agreed by the Council on the proposal of the Sub-Committee, financing of the expenses of the Competition and the programming of the same for 1974, 1975 and 1976. Without knowing the Council's decisions on such a proposal, it will not be easy to establish criteria on which to base the financing of the Secretariat's expenses. These considerations recommended adjourning this debate until the agreements of the Council be known. He suggested that, meanwhile, the present expenses of the Secretariat could continue being paid by the Delegation of Spain.

The gentlemen assembled agreed:

a) To ratify the Vienna resolutions to be submitted for the approval of the Council at the meeting on 7th.

b) To consider Mr. Castelao's statements and postpone the study of financing the Secretariat's expenses until after the Council's meeting.

c) To thank the Spanish Delegation for offering to continue paying the Secretariat's expenses for the time being.

3) ELECTION SYSTEM FOR MANAGING APPOINTMENTS.- The President indicated that he assumed all those present were in possession of a proposal which the Secretariat General formulated on the election system for the managing appointments in the Organizing Council. He asked the Secretary to explain the contents of said proposal and the reasons for which the same had been formulated.



The Secretary General declared that in the Constitution and in the Regulation of our Competitions there existed no rules to set down the way in which the managing appointments in the Council and the Technical Committee should be elected, as in paragraph g) of our present Constitution which rules the Organizing Council it states that "the Council should adopt as many rules and norms as necessary for the voting system".

The Secretary General went on to declare that inasmuch as in October 1973 the appointments of President of the Council and of the Technical Committee and of Vice-President of the Technical Committee must be elected, the way in which these elections are going to be run must be anticipated, as there is no foreseen procedure in our present rules. For this reason, the liberty has been taken to draft the project which has been distributed among those present in order for the Sub-Committee, if it feels it appropriate, to be the one to study the project and put it to the consideration of the Council.

When the Secretary's explanation had been heard, the Sub-Committee considered this matter to be of interest and began to discuss the proposal, studying its contents attentively and in detail. After this discussion the conclusion was reached that the text which should be submitted to the consideration of the Council should be the following:

Proposal of principles on which to base the regulation of the election system for the managing appointments in the governing bodies of the International Apprentice Competitions.

1. The election will be carried out following presentation of the nominations. The nominations will be presented by at least three member countries of the Council, both for the appointment of the President of the Council and for the President of the Technical Committee. The Vice-President of the Technical Committee will be appointed from among the Technical Representatives, by the President of the Organizing Council, on nomination of the President, of the Technical Committee. The candidates for President of the Council do not have to be members of the same. The candidates for President of the Technical Committee must be Technical Representatives of the Council.

2. The quorum required to complete the election must consist of three quarters of the members who make up the Council at the time of said election. If a member should be unable to attend the



meeting at which the election is held, he may delegate his right to vote to another member by means of written authority which he will give to the President before the meeting begins.

3. The affirmative votes for the election of President of the Council and of the Technical Committee should not be inferior in number to two thirds of the members present or represented.

4. When more than two candidates are put forward and one of them does not win at least a quarter of the votes at the first casting, he will be eliminated from the candidacy.

5. When after the first casting of votes the sufficient number of votes referred to in point 3 is not reached, the vote will be repeated without interrupting the session as many times as necessary until the given percentage is reached.

6. If a decimal fraction should exist when the required percentage of votes is ascertained, said fraction will be disregarded.

7. Three months before the date of the plenary session of the Council at which the election is to be carried out, the Secretariat will summon said election to fill the managing appointments which are left open.

The period of presentation of the nominations, the period in which the Secretariat should let the nominations presented be known and the regulation agreed upon by the Council for the electoral process should be disclosed in the letter of notice.

8. The period of presentation of the nominations should be of at least six weeks taken from the date of the notice of the meeting.

9. When the term mentioned in the previous paragraph expires, the Secretariat General will be obliged to let the members of the Council know of the list of candidates. This should be done thirty days before the date set for the meeting of the Council.

10. The Secretariat General will take all the necessary steps to organize the electoral process.

4) UPDATING OF THE CONSTITUTION AND REGULATION OF OUR COMPETITIONS.—  
The President asked the Secretary General to explain what the



objective to be continued on the proposal of updating the rules of the Competitions presently in force was.

Mr. Albert recalled that our present Constitution and Regulation were approved by the Council in October 1966 and in use from January 1, 1967. Since that date, the Council has modified many of the articles of both statutory rules and even approved regulations or guidelines for the Technical Committee which, although they do not infringe the provisions of the Constitution, are repetitive, and imply a duplicity of rules which in some cases can cause confusion as to their interpretation. For this reason, the updating of our Constitution, the Regulation and guidelines of the Technical Committee is proposed, using as a base the text approved in October 1966 and introducing to it the modifications agreed by the Council. With the wording of these new documents, which should be approved by the Council, the regulation which rules our Competitions would be updated. Once this has been done, the starting point for dealing with the Constitution project proposed by the Official Representative of Holland for the new International Organization could be formed; likewise the proposals presented by the Swiss and Portuguese Delegations.

When the Secretariat's statements had been heard, the gentlemen present he responsible for drafting the rules mentioned and, if necessary, could obtain help and cooperation from the Delegations it felt could be of use in preparing this work in the best way. If possible, these documents should be sent to the members of the Sub-Committee within three months.

5) AMENDMENTS TO THE REGULATION AND STUDY OF THE CONSTITUTION FOR THE NEW INTERNATIONAL ORGANIZATION. - (See ANNEX 2) During the final moments of the work meetings on 6th, the President stated that it was not possible to give this point on the agenda the attention it deserved for its extreme importance in the future of our activities. He preferred to give the floor to Mr. Schürch, Official Representative of Switzerland, in order that he explain and clarify the contents of his proposal to modify our present regulation. (See ANNEX 3).

The Swiss Representative intervened saying that his proposal was mainly directed towards the modification of the rules or guidelines of the Technical Committee, and that it referred to the system of selection of exercises, control or correction of drawings, translations, fixing of work time and preparation of



materials. He also indicated in his proposal a paragraph the composition of the Technical Committee and the structure of the Marking determined number of experts.

Whilst explaining the contents of the document which has been given to all those present in their respective languages, he partially modified some of the aspects of said document.

Following this the President gave the floor to the Portuguese Representative so that he too could explain and clarify the contents of his proposal to modify the present rules. Mr. Carita Diniz intervened saying that the proposal deals mainly with financing aspects of the Competition and some considerations and examples of organization costs of the same, but as he did not have the translations of the document, due to his handing it in to the Secretariat at the last minute, he would prefer the same to be discussed at another meeting. (See ANNEX 4)

When the considerations explained by Messrs. Schurch and Carita Diniz had been heard and, bearing in mind that the third document which refers to the Constitution of the new International Organization according to the proposal of the President, Mr. Laman Trip, and which has been distributed in four languages is fairly long, and its contents are related to some pending matters from which the Council must form a concrete judgement, the President proposed that the three proposals mentioned be left for further study by the Sub-Committee. The Sub-Committee agreed to postpone the debate on this point on the agenda until the next meeting.

There being no further business, the President closed the session asking that these minutes be drawn up which I, as Secretary, certify.



ANNEX 1TO ALL THE REPRESENTATIVES ON THE ORGANIZING COUNCIL OF THE  
INTERNATIONAL APPRENTICE COMPETITIONS:

In my position as Official Representative of Spain in our Apprentice Competitions and having seen the documents (minutes, reports, studies) that record the work carried out by the Sub-Committee which studies the "future of the Competition", I would like to draw your attention to some suggestions on the proposed "Centre of Study and Documentation".

Basing my statement on the report issued by Messrs. Laman Trip, Hill and Albert, in fulfilling an agreement made by the Council at the meetings in Liechtenstein, I notice that the plan predetermined to orientate said Centre, is ambitious, but, I feel, quite feasible. Undoubtedly we do not intend to plan or standardize Apprentice Training since our objectives, according to the Constitution which rules the Competition, are directed towards: stimulating the competitors in their perfection, exchanging work methods and techniques and promoting living together with others and understanding among organizers and competitors. I do not believe actions from other international institutions are interfered with; we are not trying to appear to be the most concerned in said field. What we do intend with the possible creation of the Centre of Study and Documentation is to achieve the following objectives:

a) To make the most of the opportunity in that our competition forms a real example of the standards of preparation ~~man~~work in each country, and demonstrates the skill which the apprentices receive in Apprentice Training Centres and in Firms. Our Competition does not form a theoretical activity.

b) We can use the means available (the work and skill of the competitors) to promote a stimulus in perfection and apprentice promotion for those who are felt to be better specialists.

c) In the Competitions we have been deducing some defects and some positive qualities in the competitors. We could take advantage of this experience to analyse them and try to reach higher goals in the task which we are so devotedly carrying out.



d) We must collaborate, contributing our modest work to the national and international institutions which are dedicated to apprentice training. In exchange we can be better orientated, that is if our experience is useful to them.

e) We have, without a doubt, a good number of experts in crafts and professions, enthusiasts of acknowledged professional ability. These men, "the technical experts" would like to accept everything we have to offer them in the way of possibilities of stimulating and perfectionning the training of young people.

f) At the Competitions the Official Observers have been attending, until now without any concrete regulated function and with no definite assignment to justify their presence. These Official Observers are men of acknowledged vocation as regards the problems of Apprentice Training and youth. I think we could further benefit from their experience and knowledge.

I feel that these were the reasons which motivated and justified the work carried out at the meetings in Liechtenstein and the report drafted by Mssrs. Laman Trip, Hill and Albert to plan the creation of a Centre of Study and Documentation.

According to what was quoted in the mentioned report, the suggested Centre could be organized by dividing its action into the following sections:

1. Documentation.
2. Promotion and information.
3. Study Seminar.
4. Relations with other organisms and entities.
5. Administrative organization.

The activity which we could assign to each of the listed sections and the aims and objectives which could be determined are as follows:

#### Documentation

The Council has two matters established which, as an immediate action, could constitute the initial base of the Centre of Study and Documentation. One of them is the Seminar on Apprentice Training which will be launched in Munich in August 1973, and



the other is the Questionnaire which with the competitors will be carried out during the progress of the National Competitions before the next International Competition.

From the Seminar which will be organized in Munich and the themes which were distributed among the Representatives have been answered, we shall obtain a comparative information of the Apprentices Training systems in each country. If we all contribute our interest in answering the questions which appear in the themes, we will obtain a final, very important document which will inform us of the problems of Apprentices Training. If at present, we have some information, it is not so detailed as that which this document can provide.

If the "questionnaire" which will be executed in agreement with the norms indicated in Vienna by the Sub-Committee which studies the future of the Competition is carried out, we will obtain another document from which we will be able to analyze the cultural level of the competitors, the inclinations towards preferential studies, the reasons which motivated them to choose their craft or trade, the family and social influences which determined such a choice, the amount of meaning and devotion they put in their work as a social duty, the desires of perfection and social promotion, the theoretical-technological standards of preparation, the marginal affection for their work and the dedication in their spare time, the spirit of social compatibility, the labour relations in the atmosphere of industry and craftsmanship in which they work and many other aspects which having a document summary of the questionnaire would mean, with regard to the personality or variety of personalities of our young competitors.

Apart from all the above -which there is no doubt we will be able to achieve in a short space of time (one year)- we could plan for the future the carrying out of other documentary aspects which we feel important and transcendental in the task that we are all anxious to carry out, for instance:

a) Collaboration with the Commission of Apprentices Training of the Common Market in the grading tests of technical preparation for apprentices and specialists. This collaboration is proposed in virtue of all Mssrs. Schubert and Hamer have informed us.

b) Comparative study of the educational methodology which is used in each country for apprenticeship of the crafts.



Apart from these two points which after the Seminar and Questionnaire could form the beginning of the work of the Centre of Study and Documentation, there are many others which, without forgetting the specific aim of our Competitions, could form a very useful work for all of us who are hoping to work for youth.

### Promotion and Information

It is possible to organize personal exchanges, firstly on a small scale, with the most qualified competitors from the different countries; also I think it is possible to let the firms and other teaching centres to which the competitors belong know of the results obtained in the Competition and the possibilities of promotion of the competitors on account of the personal faculties observed in them; we could have interest in national and international organisms so that, within our modest field of action, jobs could always be obtained for the very talented competitors, at the level of medium grade technicians.

Regarding informative publications, it is necessary to start one which comprises the history of our Competitions to date; to study the possibility of establishing some publication of a periodical kind, purely informative and documentary, without academic claims or pedagogical methods, although it is possible to bear these aspects in mind in the future; the kind of publication which should be oriented only to be directed towards informing what our International Organization is, what is intended by the Competitions and other activities, so that the countries which are not presently members of the Council could become part of the same.

An immediate publication after the 1973 Competition could be that of the results of the Seminar of Munich and of the results of the Questionnaire.

### Seminar

The Seminar which is forecast as another section of the Centre of Study and Documentation could be made up as an advisory body of the Centre. It could be charged with all the work which requires counsel and collaboration of every kind.

According to each case, all those from the different countries belonging to our Competitions and put forward by the Official Representatives would form part of the Seminar to study the



different themes and matters for which they are felt competent. One of the tasks which could be assigned to the Official Observers as a definite assignment could be that of their forming the members of the Seminar.

#### Relations with other organisms and entities

For the "future of the Competition" the informative and documentary expansion of the work which we are carrying out is very convenient. This expansion should be orientated towards organisms and entities of a national and international kind. The mutual exchange should preside these relations, with exchanges of documents, informative means and all those actions which could contribute to a mutual approximation in favour of Apprentice Training.

#### Administrative Organization

As is evident in the report issued by Messrs. Laman Trip, Hill and Albert, the administrative work of the Centre of Study and Documentation should be directed by the Secretariat General of the Council. This work could comprise the functions of coordination, material execution of the work which should be adapted from the other four sections listed, and also the inclusion of the economical management of the Centre.

#### Rectorship and management of the Centre

The Centre of Study and Documentation should be managed and directed by a Managing Committee or Council, in order to grant it greater importance and personality. Three members of the Council, two Representative from the European countries and the third from the asiatic countries, could form this Council or Committee.

I submit to the consideration of the Sub-Committee and the Organizing Council the suggestions explained on which, in my humble opinion, the possibility of creating and developing the activities of this planned Centre of Study and Documentation in the heart of our International Competitions are based.

Yours faithfully,

Signed: Julio Castelao Rodriguez  
Official Representative of Spain



ANNEX 2PROPOSAL FOR THE LEGAL FORM OF ARTICLES OF ASSOCIATION.1) NAME

Organisation of International Contest (in) for Vocational Training

2) AIMS

- a. To stimulate vocational training and establish new high standards.
- b. To stimulate and exchange techniques and systems of vocational training.
- c. To move towards a better understanding among international young workers.

3) MEANS TO ACHIEVE AIMS

- a. To organise International Contest between young workers of the member countries.
- b. To create a Centre of studies, organize seminars, prepare information and documentation on the different matters of Vocational training which prevail among the member countries.
- c. To establish contacts with other international organizations concerned with Vocational Training.
- d. Any other means which the General Council might consider as beneficial.

4) MEMBERS

Every country in the world can apply for membership. The application should be sent to the General Secretary by a Government or by a national organisation representative in the field of vocational training in the country which has applied for membership.

The General Council will decide upon the application. The General Council can elect private persons to members of honour in case of outstanding merits to the organisation.



5) GOVERNING BODIES

The organisation will be governed by:

1. General Council.
2. Directive Council.
3. Technical Committee/and as far as the regions are concerned by
4. Regional organising Councils.
5. Regional Technical Committee.

6) GENERAL COUNCIL

The general Council will consist of:

- a. The President elected for three years by the general Council ~~with~~the possibility of reelection for maximum three years.
- b. The Vice President elected for two years by the General Council with the possibility of reelection for maximum two years.
- c. One official representative and one technical representative per membercountry, who are also member of the Regional Committee in which their countries are represented.
- d. The Secretary-General appointed by the General Council.  
The President or Vicepresident together with the Secretary General represent the organisation in all legal questions.

7) DIRECTIVE COUNCIL

The Directive Council will consist of

- a. The President of the General Council as President.
- b. The Vicepresident of the General Council as Vicepresident.
- c. The Presidents of the Regional Councils.  
The President of the Technical Committee.  
Two official representatives and one technical representative elected by the General Council from among the members of the same, for maximum three years.
- d. The Secretary General of the General Council as Secretary.

8) TECHNICAL COMMITTEE

The Technical Committee will consist of

- a. The President appointed by the General Council based upon a proposal of the Technical Committee for a period of three years, with the possibility of reappointment for maximum three years.



- b. The Vicepresident appointed in the same way as the President for one year with the possibility of reappointment for maximum one year.
- c. The technical representative members of the General Council.
- d. The Secretary General of the General Council as Secretary.

9) THE ORGANIZING REGIONAL COUNCIL

will consist of

- a. The President elected by the organizing regional Council for three years with possibility of reelection of maximum three years.
- b. The Vicepresident elected by the organizing regional Council for two years with possibility of reelection for two years .
- c. One official and one technical representative of each of the member countries in the region.
- d. Secretary appointed by the organizing regional Council.

The Regional Technical Committee will consist of

- a. The President elected by the Organizing Regional Council for three years with possibility of reelection for maximum three years.
- b. The Vicepresident elected by the Organizing Regional Council for one year with possibility of reelection for one year.
- c. The Technical representatives members of the Organizing Regional Council..
- d. The Secretary of the Organizing Regional Council as Secretary.

10. The General Council should:

- a. decide upon all matters of interest to the organisation as a whole.
- b. Elect the President and Vicepresident of the General Council and of the Technical Committee (art. 6 and 8 a and b).
- c. elect the members of the Directive Council, mentioned in art. 7 sal C.
- d. Decide upon application of membership (art. 4).
- e. Decide upon proposals to form Organizing Regional Councils.
- f. Approve of all reglements concerning the activities of the organisation.
- g. Appoint the Secretart-General.
- h. Approve of the yearly report of the activities of the organisation.
- i. Approve of the yearlt financial report.



- j. Decide upon altering these articles of association or upon liquidation the organisation.
- k. Fix the yearly financial contribution of the member countries.

- 11) The General Council meets at least once every year at a place to be fixed by the General Council.  
In the meeting every member-country has one vote.  
Decisions are taken by majority of votes with the exception of the subjects mentioned in art. 10 point j on which art. 20 is applicable.

The General Council can delegate part or all of its responsibilities to the Directive Council for a fixed period.

## 12) DIRECTIVE COUNCIL

The Directive Council should

- a. Put into practice all the decisions of the General Council.
- b. Prepare the meetings of the General Council and submit proposals to the Council on all matters to be dealt with in its meetings.
- c. Coordinate the work done and be done by the various committees and Regional Councils.
- d. Give the widest possible publicity to the work of the organisation.
- e. Establish and maintain contacts with other international bodies and organisations concerned with vocational training.
- f. Supervise and coordinate the work of the various departments of the organisation.
- g. Decide upon all matters of interest to the organisation in between the meetings of the General Council if decisions in the interest of the organisation cannot be postponed.
- h. Supervise the financial means of the organisation.
- i. To report of its activities to the General Council.

- 13) The Directive Council meets whenever the President considers it necessary, but at least two times a year. The President decides where the meetings will take place.  
In the meeting every member has one vote.  
Decisions are taken by majority of votes.

## 14) TECHNICAL COMMITTEE

The Technical Committee should



- a. Inform and advise and if necessary make proposals to the General Council about all matters of technical nature in the work of the organisation.
- b. Supervise and coordinate the international contests for vocational training.
- c. Prepare and propose ~~-alternations-in-~~ the reglement for the international contests mentioned under b.

The Technical Committee meets at least once per year in a place fixed by the President after having consulted the Directive Council.

In the meeting each member has one vote.

Decisions will be taken by majority of votes.

#### 15) ORGANIZING REGIONAL COUNCILS

The Organizing Regional Councils should

- a. Approve of all reglements concerning its activities in the region provided their contents are not in violation of these articles of association or ~~of~~ any reglement approved ~~of~~ or decisions taken by the General Council.
- b. Elect a President and Vicepresident (art. 9, a and b) and appoint a secretary (art. 9, d.).
- c. Direct the activities of its activities in the region.
- d. Support and advise (requested or not requested) the General Council and the Directive Council in their work on behalf of the organisation.
- e. Keep ~~-as far as their activities are concerned-~~ in close contact with the Secretary General of the General Council.

#### 16) REGIONAL TECHNICAL COMMITTEE

The Regional Technical Committee should act in conformity with article 14 sub a, b and c as far as their regions are concerned.

#### 17) SECRETARY GENERAL

The Secretary General should

- a. Be responsible for the minutes of the meetings of the General Council, Directive Council, Technical Committee and other committees and bodies for ~~withh~~ the general Council appoints him as secretary.
- b. Report to the General Council and-or Directive Council of all matters which could be of interest to these bodies.



- c. Be responsible for and supervise, stimulate and coordinate the work of the staff of the organisation.
- d. Propose the composition of the staff of the organisation and the appointment or dismissal of the most important members of the staff and their salaries to the Directive Council.
- e. Draw up a yearly report of the activities of the organisation.
- f. Propose to the General Council a budget of the costs of the organisation for the next (calender) year before the 1st of October of the previous year.
- g. Render account of the costs of the organisation of last year before the 1st of April next year to the General Council.
- h. Give all possible assistance to the governing bodies, the officers and member-countries of the organisation, its committees and other bodies in their activities for the organisation.

The Secretary General is entitled to a remuneration, the amount of which will be fixed by the General Council.

#### 18) FINANCES

The finances of the organisation consist of

- a. capital
- b. contributions of the member-countries
- c. subsidies and gifts
- d. other means.

#### 19) REGULATIONS

The General Council can make regulations for the further executions of the task of the organisation its governing bodies and officers which should not be in violation with these articles of association.

#### 20) CHANGING OF THE ARTICLES OF ASSOCIATION AND LIQUIDATION

The decision of the General Council to alter the articles of association or to liquidate the organisation should be taken in a special meeting for that purpose convoked at least one month in advance, with a majority of 3/4 of the votes. The Directive Council will liquidate the organisation and decide about the destination of the credit balance.



ANNEX 3

29-12-72

Swiss Secretariat for the International Apprentice Competitions  
3013 Berne (Switzerland), Lorrainestr. 3, Telephone 031/42 17 66

Proposal to reorganize the carrying out of the International Apprentice Competitions

A year's break caused by not holding the International Apprentice Competition in 1972 has given us the opportunity of thinking over the organization, evaluating the experience gained until now and eliminating the observed disadvantages and disagreements by means of a better comprehension.

The selection and preparation of the exercises created for the Competition, such as those practised to date, have not been to our complete satisfaction, owing to the following reasons:

1. During one to two days, at the most, and shortly before the Competition begins, the following work has to be carried out under great time pressure and often in an imperfect fashion:
  - a) Modification and completion of the drawings based on the availability of existing machines, tools, parts and materials.
  - b) checking and correction of the drawings with regard to their technical data, DIN norms, lettering and lists of materials.
  - c) Translation into 10 different languages of the texts and data on the drawings and the rest of the instructions to be carried out.
  - d) Completion of the marking forms for the control and marking of the primary and secondary measurements, functions, surface finish, etc.
  - e) Fixation of the time allowed for the work.
  - f) Preparation of the machines and tools for the work in the workshops.
  - g) Obtainment of the materials and parts (screws, springs, bolts, nuts, preparation of the parts according to gross dimensions, etc.).



2. The country whose exercise is kept in mind for the Competition has certain advantages since its competitor is sometimes familiar with the carrying out of the respective work.
3. The rest of the competitors frequently find themselves at a disadvantage since they get to see the exercise drawing to be carried out only a little while before the Competition begins and it is often badly translated with not very clear data.

#### Proposals for improvement

As an experiment, the exercise drawing chosen from 1 to 2 industrial trades and 1 to 2 craftsman trades should be sent to all the member countries one to two months before the start of the Competition. This have the following advantages:

1. The competitors from all the countries would be able to prepare themselves with regard to the exercise to be carried out in the Competition.
2. The machines, tools, parts and materials can be prepared in due time, carefully and without haste by the country in charge of carrying out the Competition.
3. The translations of the texts on the drawing and on the work instructions can be done carefully and conscientiously by each one of the countries.
4. The drawings can be checked by each one of the countries with regard to the exactness of the projections, norms, allowances, time limit.
5. The marking schemes can be studied and checked by each one of the countries.
6. At the meeting of the Representatives and Experts, 2 to 3 days before the start of the Competition, only detailed questions would have to be dealt with.

- - - - -

The Experts in each trade should constitute, where possible, different linguistic groups, with the aim of linguistically facilitating the best possible orientation of the competitors at the end of the Competition with regard to the mistakes made.



Linguistic groups

	English	Spanish Italian French Portuguese	German Flemish	Japanese Korean Chinese
Belgium		x	x	
China	x			x
Korea	x			x
Germany	x		x	
United Kingdom	x			
Netherlands	x		x	
Ireland	x			
Italy		x		
Japan	x			x
Luxemburg		x	x	
Malta	x			
Portugal		x		
Spain		x		
Switzerland		x	x	
Austria			x	

O R G A N I Z A T I O N1) Organizing Council

- 1 President
- 1 Vice-President

Each country is represented in the Organizing Council by 2 Representatives (1 official and 1 technical) and has the right to vote. The Representatives must have the widest experience possible in apprentice training material and examinations.

2) Technical Committee

- 1 President
- 1 Vice-President

The President and the two Vice-Presidents make up superposed and neutral bodies and do not at the same time exercise, as Representatives of their country, the function of President of a group of Experts.

Each country may be represented in the Technical Committee by 1 to 2 Representatives, one of whom is for the trades of



Industry and the other for those of Craftsmanship.

### 3) International Secretariat

The International Secretariat is directed by the Secretary General (Director). It has a Secretariat Head with the personnel of the same and the translators.

	President of the International Council	
1st Vice-President of the International Council		2nd Vice-President of the International Council
President of the Technical Committee		Secretary General (Director)
	International Council (2 Rep- resentatives per country)	
Vice-President of the Technical Committee for the industrial trades	Vice-President of the Technical Committee for the crafts	Secretariat Head  Secretariat Trans- lators
1 Representative (Expert-Head for 1 to 3 trades	1 Representative (Expert-Head for 1 to 3 trades	
3 to 4 Experts per trade	3 to 4 Experts per trade	
		The Official Swiss Representative
		Signed: E. Schurch



ANNEX 4SUGGESTIONS OF THE PORTUGUESE REPRESENTATION FOR THE VARIOUS  
POINTS ON THE AGENDA, DEALT WITH IN THE MEETINGS OF THE TECHNICAL  
COMMITTEE AND THE SUB-COMMITTEE IN VIENNA.COMMENTSPOINT 2 F - Dictionary of the Trades

We agree with the opinion of some representatives who consider the vocabulary (not dictionary) necessary for the Technical Committee, Official and Technical Representatives, Experts, Translators and Office Heads, but not for the competitors. They cannot nor should have to resort to the vocabulary to resolve their exercises. This would be a sign of bad work on the part of the translation teams and experts.

It is considered that the vocabulary should be by trades although, as has been said, there may be words which, from being common to more than one trade, are repeated in the different trades.

Mr. Albert's project is considered very good but very ambitious, too much for the phase which we are in.

In accordance with the proper line of action which was agreed to be followed with regard to other matters, we think it is preferable to carry out an action in stages and propose the following:

- 1 - A vocabulary which in each trade covers the various applicable processes or technologies, that is to say, a vocabulary of manufacturing operations of execution and possible work methods.
- 2 - Vocabulary of the tools and tool machines, measuring and testing instruments used in each trade.
- 3 - Vocabulary of all the materials, raw materials, instruments, equipment, parts and usable parts in the possible exercise for each trade.



We agree with the proposal of simultaneously illustrating the word or expression in each one of the vocabularies. This is an excellent idea, but may turn out to be extraordinarily expensive unless the illustration system is extremely simple, in which case, dealing with technical texts, it could certainly be perfectly acceptable and sufficient.

It is remembered that in spite of there only being four official languages in the Competitions, (and, therefore, these four languages being those which appear in the vocabulary) it would be an advantage for all the countries, if we do not want to use the word necessity, to include additional wording in their own language within these same vocabularies.

It is suggested, therefore, that the way in which all the countries collaborate in the translation of the terms be studied -maybe the Secretariat General could do this- assuming that in this way they could get on with organizing their own vocabularies.

Thus, for example, in the vocabulary related to tool machines and measuring and testing instruments for sawing, each country could receive a list of the terms or a list of the sketches which were intended to be translated and translate them into the languages they master, keeping at the same time a small control of that which, from their technicians' point of view, was missing or proved to be incomplete.

#### POINT 4 - Rotation system of the technical representatives and the experts in the Marking Juries

Portugal requests that the discussion related to this matter be taken up again:

- 1.- It is probable that many countries, for various reasons, need to support their experts. Among these reasons may prevail for example that of the financial coparticipation of certain firms, etc.

It may be that the countries which have little variation in large industries never obtain experts in the trades in which they do not have industry, or, even in the case of their having them, when these industries are not very developed. Thus it may come



to pass that, within three or four years, a given country may need, on account of the rotation of experts to which it feels obliged, experts in trades in which it does not practise. We must not forget that not all the good performers or masters are good experts.

- 2 - One of the main duties of the Jury president is to obtain unanimity in the experts' criterion before the tests are begun with regard to the marking to be attributed which varies excessively from year to year in the marking regulations.

If the Jury presidents and experts change it will be difficult to finally obtain a lesser extent of marking which it is assumed would be desirable to obtain.

- 3 - An expert who is able to leave for the competitions means a high cost in the time and money spent on his training, at least in certain not so well organized countries or in countries where many firms with the same trade do not exist.
- 4 - The Jury presidents cannot be encyclopaedias to the extent of presiding the trades of electronics and three years later those of wood or welding.

We also assume that a Jury president, outside the proper theme of his speciality, will not be able to feel at home, nor "yield" what is intended and what, on the other hand, is essential for the progress and technical evolution of the competitions.

- 5 - With reference to the Jury president's work, apart from what is assumed by the previous duty before the competition proper, it is also necessary not to forget his role in his respective country as regards the official and/or private entities. Naturally, if on account of the Jury presidents' rotation, the countries should be obliged to substitute their technical representatives, it is certain that the internal preparation of the competition's organisation can end up being badly affected.

On the general points which and this subcommunication, we again make reference to this point where it refers to the large increase in the number of experts per trade which is so hoped for.



POINT 11.2 - Previous definition of the exercises to be carried out in the following competition.

We do not agree that at any moment there be agreement among the experts on the general lines of the exercise for the next competition before the meeting set for this purpose. The exercises must be entirely within the spirit of the trade description and this should be in such a way that there is no margin of doubt.

INFORMATION FOR THE COMPETITORS

Portugal does not agree that the jury members observe the points indicated against their will during the competition.

POINT 1 - Interpretation of the drawing

To see if each participant by his way of drawing or copying has a perfect knowledge of his trade, the Jury, if it feels it appropriate, thus being able to ask the participants to sketch or draw parts which are not compulsory within the exercise.

POINT 2 - 3 - 4 - 5 - 6 - 7

It was agreed.

++

GENERAL CONSIDERATIONS

The great financial difficulties which are posed before the organizations (official or not) of the majority of the countries -at least the European ones- which take charge of the respective national competitions are a point which has been discussed at the meeting of Liechtenstein as well as that of Luxemburg and of Vienna.

This financial study will have led us to believe that in each of the above mentioned meetings the solutions that were studied tend towards a coparticipation in the costs of the mentioned competitions. We feel that this is a point which has no room for discussion.



What does surprise us in a big way is that, at the same time, all of us are creating and agresing circunstances which make the financial difficulty referred to worse and worse.

It is evident that on discussing on one hand certain matters and taking determined resolutions it seems to us that we reduce certain costs which withoutt a doubt are very heavy ones for us. But I think that on discussing other matters, however, we increase those costs considerably, thus completely cancelling out the saving we had made with regard to the rest of the points.

Thus, following the programme of the Sub-Committee's meeting in Vienna we see:

#### POINT 4 - Financing

a) - 1974 - The ~~decssions~~ decisions adopted (in spite of the fact the way of carrying it out is still open to discussion) seem to be all right, representing a figure which, variable or not later on, constitutes a necessary figure which each country will pay. We must calculate this.

b) - 1975 - We shall have a new expense as a result of the cost of simultaneous translations. It will be a new, absolutely necessary expense. We must calculate this.

c) - 1976 - We shall have the maintenance expense of the Secretariat General which is also absolutely correct. We must calculate this.

#### POINT 5 - Centre of Studies and Documentation

The Centre of Studies and Documentation is going to constitute a new expense which at the moment seems avoidable although it is considered extremely advantageous. We assume that this Centre would later, naturally, show active participation of the respective organizations of each country, after the international competitions have reached the level of interest and the projection which for the greater part of governments they still have not reached.

It is suggested, or it is also allowed, that the number of experts be increased, the number three for each jury having been



fixed in principle with reference to 1973. And it has been suggested that it should go up to a maximum of four, in accordance with the number of participants. This decision, of course, will mean a new and considerable expense.

We must calculate this.

Apparently we are forgetting that:

- 1 - Travel expenses get higher all the time, not only because of the constant and inevitable increase in the cost of living but also because of the greater number of people which it is intended each team will make up.
- 2 - The "supercost" of travel for Asiatic or American countries.
- 3 - The preparations of the competitions are higher and higher in every country, before travelling to the host country.
- 4 - The cost of the meetings of the Organizing and Technical Councils.
- 5 - The cost which the international competitions represent for the organizing countries.
- 6 - The cost of the secretariats in each country which, naturally, must be developed in order to thus maintain the greater interchange which is hoped for and which will certainly be necessary.

Apart from this I believe that in some countries publicity should be done about the competitions since only in this way will the desired promotion be obtained on behalf of the governments, industrialists, public and youth itself. This publicity will certainly also lead to entail a high budget.



Y E A R S	1973	1974	1975	1976	NOTES
- Travel and accommodation of the representatives, experts and observers	636000	in Portugal	636000	636000	A
- Travel of the competitors	a)444000 b)186000		a)444000 b)186000	a)444000 b)186000	B
- Accommodation of the competitors		124000	124000	124000	C
- Contribution for simultaneous translations		75000	75000	75000	D
- Contribution for expenses of the Secretariat General			75000	75000	D
- Transfers to the meetings of the Organizing and Technical Councils and the Sub-Committee	131000	131000	131000	131000	F
- Contribution for the Centre of Documentation		10000	10000	10000	G
- Contribution for the vocabulary		10000	10000	10000	H
- Contribution for contacts with foreign organizations		1500	1500	1500	I
- Increase in number of Experts	53000		53000	53000	J
- Preparations for participation in the international competitions.	100000	100000	100000	100000	L
- Publicity	100000	100000	100000	100000	M
- Cost of the national competitions	2000000	2000000	2000000	2000000	N
- Maintenance of the national secretariats	1000000	1500000	1200000	1350000	



Y E A R S		1973	1974	1975	1976	NOTES
- Cost of the international competitions			10720000			
TOTAL IN PTS.	a) Travel by air	4464000	14972000	4459500	4689500	
	b) Travel by bus	4206000		5201500	4431500	



NOTE A

Estimated two representatives, 7 experts and 3 observers.

NOTE B

Estimated an average number of 20 participants and considering air and bus travel.

NOTE C

Estimated the average number of 20 participants accommodated for 15 days at 500 pts. a day.

NOTE D

Used the proposed formula with proportional participation to the number of inhabitants, participants, etc., which entails around 750,000 pesetas for Portugal.

NOTE E

Supposition "ad hoc".

NOTE F

Considered 2 meetings per year for the 2 representatives.

NOTE G

It is esteemed that the maintenance of a Centre of Documentation, however modest it may be and for all the interconnection it may have with the Secretary General, does not cost less than 10,000 pesetas per year and per country.

NOTE H

It is esteemed that the cost of the vocabulary in all the trades with minimum distribution per country (obviously without counting on distributing it to the participants) will never be less than an annual coparticipation of 10,000 pts. per year and per country.

NOTE I

It is likewise esteemed that the contact with foreign organizations with all the coparticipation possible from the Secretariat



General itself, will include travel and technicians' visits for the necessary interchange. The cost, therefore, is estimated to be around 1,500 pts. per year and per country.

NOTE J

It is felt that apart from the number of experts and observers included in NOTE A, the number of experts attending the competitions will tend to continue increasing. Therefore we accept that in the case of a country with 20 participants, there will be a coparticipation equivalent to more than 1 expert and 1 observer.

NOTE L

Estimated the average number of 20 participants for fixed and miscellaneous expenses.

NOTE M

It is a fact that if the international organization intends to reach the level proposed in the international atmosphere, creating interest in a greater and greater number of new countries, just as in the national promotion organizations and official entities, a welllorganized publicity is necessary which likewise interests the private firms and, above all, the youth (main objective which is sought in certain countries). This publicity, counting on the help of the governments or organizations, will, however, mean no less than a chapter of expenses never less than 100,000 pts.

NOTE N

Finally, although it is a regular expense, we cannot in this brief estimate forget to consider the vast expenses (we refer to the case of certain countries) which the organization of the regional and national phases of the competitions entail. These expenses, in accordance with our assumptions are never less than 2,000,000 pesetas.