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REPORT ON  
TECHNICAL INFORMATION SECTION  
IN  
THE PRODUCTIVITY AND VOCATIONAL TRAINING DEPT.,  
MINISTRY OF INDUSTRY, PETROLEUM AND MINERAL WEALTH  
ARAB REPUBLIC OF EGYPT<sup>1/</sup>

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<sup>1/</sup> The views and opinions expressed in this paper are those of the author and do not necessarily reflect the views of the secretariat of UNIDO.

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## Introduction :

The Productivity and Vocational Training Centre was set up in 1954 with the assistance of the I.L.O. The Centre was directed by a Permanent Council for Productivity and Vocational Training whose chairman was the Minister of Social Affairs and Labour. Trade Unions and employer's representatives were represented in this Council .

In 1965 when the Ministry of Industry was established , the centre joined that Ministry as one of its main and central Departments.

The dept. has two main divisions:-

- a) Productivity division.
- b) Vocational Training division.

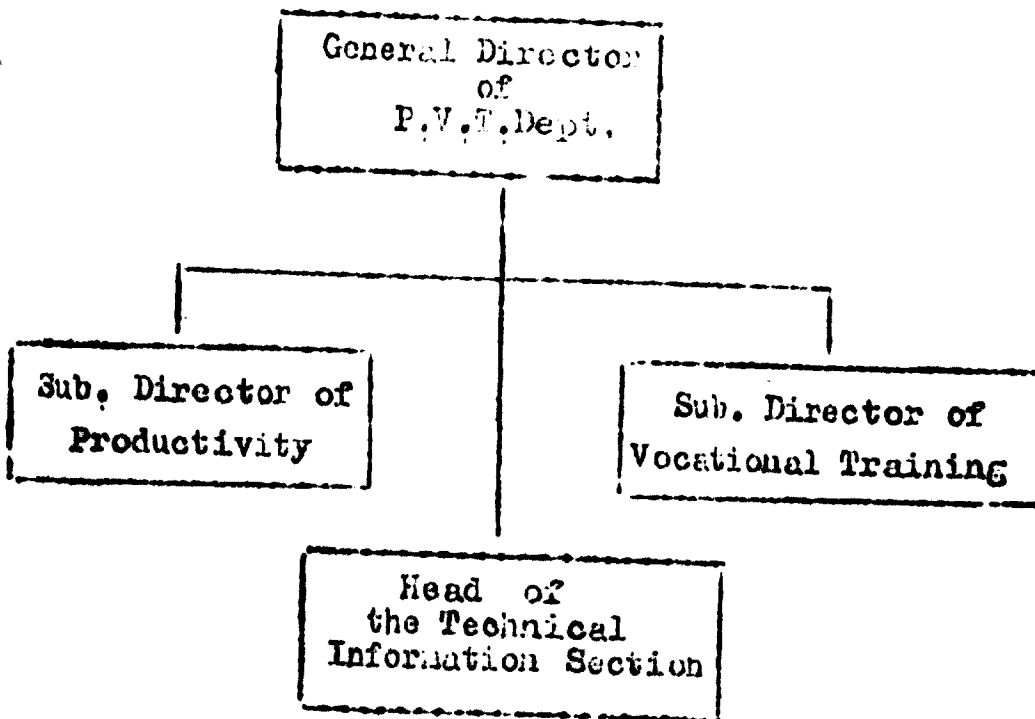
The Productivity division is divided into the following sections : -

- Industrial Engineering.
- Management Accounting ( Cost accounting, Marketing, Financial control )
- Industrial Safety.
- Supervisory and Industrial Relation.

The Vocational Training division is divided into the following sections :-

- Vocational Training centres.
- Standards and programmes.
- Technical office for construction of training centres.
- Registration and Follow up of training.
- Psychological tests and social affairs.

The technical information section serves all these sections and it is directly under the supervision of the director general of the dept.



The role of the P.V.Y. Department and its relation with the industrial companies, depends to a large extent on the development and changes in the status of the industrial companies, and the socialization of the country .

The state contributed to the capital of a large number of new industrial projects through the Industrial Bank and the deposits of the Savings Banks, Pensions, Insurances and other administrations which were in charge of savings.

Thus the nationalization of industry, the reorganization of the industrial sector in the country together with the ambitious goal to double its national income within ten years, have increased the importance of productivity and personnel development as one of its means. The Department of Productivity and Vocational Training in order to discharge its duties and responsibilities and to be able to cope with its new functions, is considering now the corresponding necessary adjustments and changes in its structure, activities, program of work and methods of operation.

## THE ROLE OF THE P.V.T. DEPT. :

A.R.E.'s socialism aims at the setting up of a society on a basis of sufficiency and justice. These two aims could only be satisfied through the application of methods of productivity. For in order to produce with the desired sufficiency, all the country's resources and facilities should be used and utilized to the maximum possible. This depends on the availability of the needed personnel, materials and services, equipment and machines as well as the existence of the basic standards of consumption and performance rates necessary for efficient planning and control.

The second aim of the socialism, justice, implies that the production achieved will be divided among the citizens, giving them the equal rights to medical care, education, insurance... etc.. This includes also justice in the division of the benefits from the application of productivity methods among the capital, manpower and consumers involved, so as to guarantee a) an additional sum to finance new and plant extension investments, b) an increment to the salaries and wages of those who contributed to that increase in productivity; c) A lowering of the selling prices, thus increasing the service to the consumers and extending the market for further expansion in its production capacity. Justice includes that of securing for each citizen, the job which accords with his abilities and interests and the type of education he received.

These facts together with many others mentioned in the different parts of the "charter" of Arab socialism, show that productivity is being considered as the means to achieve the social and economic targets.

## The Increasing Responsibilities of the P. & V.T. Dept. Due to the Reorganisation in the Industrial Sector :

The people's control over all the means of production does not necessitate the nationalisation of all these means or the abolition of private ownership or the mere touching of the legitimate right of inheritance following therefrom.

To achieve this, control on the public sector was created in 1951, which was to lead the progress in all domains, and bear the main responsibility of the development plan. A private sector was left to participate in the development within the framework of the overall plan.

The people's control is to be exercised over both sectors.

The industrial sector was accordingly reorganised. The majority of the heavy and mining industries became part of public ownership. Except for those companies which were allowed to stay private the rest were grouped into eight general organisations.

The P. & V.T. Dept. being attached to the Ministry of Industry, Petroleum and Mineral Wealth and therefore charged with the heavy duties and responsibility of helping companies in the application of Productivity methods and rendering services research training and consultation to all those companies and general organisations mentioned in ( App. I )

### Technical Information Section and its role to industry.

#### Object :

The ever increasing scientific and industrial research efforts produce a growing volume of information. The expansion is so rapid that industry the consumer of research results, only with increasing difficulties can keep abreast of developments.

The considerable demand which came from industry for technical information indicated that a permanent organisation was needed to provide not only a consulting service but also a regular flow to industry of information regarding the latest production methods and means for raising productivity.

In December 1955, this need for technical information, a plan was originated to start this kind of service in order to render a service to industry by collecting, recording and distributing up-to-date technical information to



industry and to the public in general. This information covers technical news, data, statistics, audio visual aids and all data connected with all means of raising productivity and vocational training for manpower.

#### Structure of the service :

The technical information service is composed of: (Ann. II)

- 1 - Library and documentation unit.
- 2 - Technical data unit.
- 3 - Editing and publication unit.
- 4 - Statistics unit.

The Technical Information Service started its work in January 1956. It made contracts with productivity institutions in France, the Federal Republic of Germany, the United Kingdom and the United States, and especially the Research Centres of Chicago and Harvard and Princeton Universities;

The activities of the service covered both productivity and Vocational Training alike.

The first issue of the Productivity & V.T. Magazine came out in January 1957.

#### Activities of the Service :

This Service began its systematic work in August 1957. And Following are the main activities of the service.

##### A. In the Field of Technical data :

- A.1 - Collection of technical statistical data from establishments by means of special forms prepared especially for the purpose.
- A.2 - Collection of information about participants who attend the various courses held by the Dept. This information includes actually the activities performed in the field of training and researches and experiments carried out.

- 3 -
- A.3 - Special cards were designed for participants of the various courses which contain all information and data the Department needs to insure permanent follow-up.
  - A.4 - Correspondence with Productivity Centres in such countries as : Austria, Denmark, France, Western Germany, Greece, Ceylon, Italy, Luxembourg, Holland, Norway, Sweden, Switzerland, Turkey, England, United States of America, Japan, India and Australia. The aim is to get any information which may prove helpful to the work of the Department and to exchange technical and local information with them.
  - A.5 - The service prepared a technical local archive which includes the Department's researches in its various reports and projects. It includes as well all courses and studies held for the various establishments and the results gained.
  - A.6 - The service laid the basis of an overall technical archive to include all the subjects related to P. & V.T., lectures, researches, news, courses and experiments. The aim is to facilitate research in subjects related to the work of the Department.
  - A.7 - Provides other sections of the Department and other establishments with the necessary data, information and statistics to cover their respective fields of activity.
  - A.8 - Follows-up the work of other sections in the various industrial establishments to know how far they benefit from the services and courses rendered by the Department, and to know how far they apply modern techniques and obstacles encountered in the process of application.
  - A.9 - Evaluates the projects of the Department included in the Five Years Plan for Industry and what was achieved in the fields of Productivity and Vocational Training.

A.10 - Provides the various authorities and organisations with all the information or technical data they need or any reports or studies about the Department, and its courses, policies and methods

A.11 - Prepares the annual report of the Department which includes the work of the various sections.

A.12 - Answers the various inquiries sent to the Department.

**B - In the Field of Library and Documentation :**

B.1 - Translates foreign articles connected with the work of the Department which are usually selected from reports, technical magazines, foreign researches and conferences. These articles are published in the Dept.'s various publications which might seem helpful to those concerned with P. & V. Training.

B.2 - Translates various articles needed by other sections and by the I.L.O. experts related to the activity of the Department.

B.3 - Translates courses and lectures given at the Department headquarters, vo and from the English Language.

B.4 - Translates and summarises the important subjects on productivity selected from foreign magazines and periodicals. The aim is to publish the information derived from these subjects on the local level.

B.5 - The establishment of a technical library provided with different kinds of technical books in productivity and vocational training and related fields.

The Technical Information Service will try to complete this library by providing it with foreign and local references and books.

Contracts are concluded with publication companies in America, Europe and Asia. There are about 3 00 books and references, .. in English , French , and Arabic languages..

- B.6 - Participantes in about 54 specialised periodicals and in a foreign news agency which deals with subjects of importance to the work of the Department. The Service intends to expand this participation to cover many similar magazines. These articles are summarized , translated, issued and distributed amongst concerned personnel.
- B.7 - The Service set the basis for establishing librarian research services to help readers and those interested in the field of Productivity and Vocational Training.

**C - In the Field of Editing and Publicity :**

- C.1 - Prepared several projects for stimulating vocational and productivity awareness through discussion and cultural seminars or through lectures and studies all over the country.
- C.2 - Designs and prepares the work of the sections which represent the Department in exhibitions such as the Industrial and commercial exhibition at Alexandria ( July 1958 ), The Agricultural and Industrial Exhibition ( December , 1959 ) the Industrial Exhibition ( 1960 , 62 , 63 , 64 ) at Alexandria, and in the international Exhibition in Cairo 1971 .
- C.3 - Prepares press and broadcasting articles to be published in daily journals and magazines or to be broadcasted.
- C.4 - Prepares some advertisements acquainting the public with the Dept's message.

- 0.5 - Issued about 50 periodicals and bulletins in different occasions in order to spread Vocational and Productivity awareness.
- 0.6 - Issued a quarterly magazine "Productivity". This magazine was issued every four months, then it was issued regularly every three months since January 1957. Many experts of the Department and technicians in the different institutions and University professors participate in providing this magazine with researches articles, experiments & technical news. The magazines are divided into two main parts, the first in Arabic (about 200 pages) the second in English (about 60) . 3000 copies appear quarterly
- 0.7 - "The documentation and library issue" which is a magazine including full summaries of translated subjects selected from foreign magazines and other foreign resources concerning productivity and vocational training. 500 copies of this magazine appear every month.
- 0.8 - Issued some technical booklets such as :
- Productivity Week.
  - Merit Rating.
  - Original experiments in supervisory training in Egypt.  
Job Evaluation.
  - Human Factor in Business.
  - The first Seminar for Training within Industry, Italy ( Rapallo, February 1958 )
  - The Second Seminar for Supervisory Training within Industry ( Hawandia ).
  - Four booklets about industrial safety :  
Industrial Safety Committees - Fire - How To Measure Industrial Safety - Better Methods to Avoid Work Accidents.
  - Work measurement.
  - How to Kill Progress.
  - Incentives.

C.9 - The service organised and participated in the Conferences and Seminars and undertook the task of preparing all its items and recommendations for publication. It also followed up the application of these recommendations and all obstacles perceived in the process. of these conferences we mention the Productivity Week in 1957,

The Apprenticeship Conference in 1961 and the Alexandria Conference on the Results of the Application of Productivity Programs in Firms in June 1964. The first and second conference of training held in 1956, 1968 in Alexandria and The Productivity week in Dec. 1971.

C.10. - Translated two Booklets about Merit Rating and Cost Accounting, together with the cultural seminar organised by the Economics Organisation on Cost Accounting. The Service helped in translating the book entitled "Introduction to Work Study".

#### The Future Plan :

The welfare of modern society depends more than ever on good management at all levels in industry. With the increased size of industrial firms - managerial operations have grown in scope and complexity. The decisions to be taken have become more numerous and their consequences more momentous. In taking these decisions, a great deal can be done to reduce the areas of uncertainty and to provide the information that will enable decisions to be made in the fullest possible knowledge of the relevant facts. This brings us to talk about the importance of making efficient use of information. Accordingly the dept is intending to develop the Technical Information Section in the following manner :

#### Library unit :

- Selection and acquisition of library materials.
- Classification of materials.

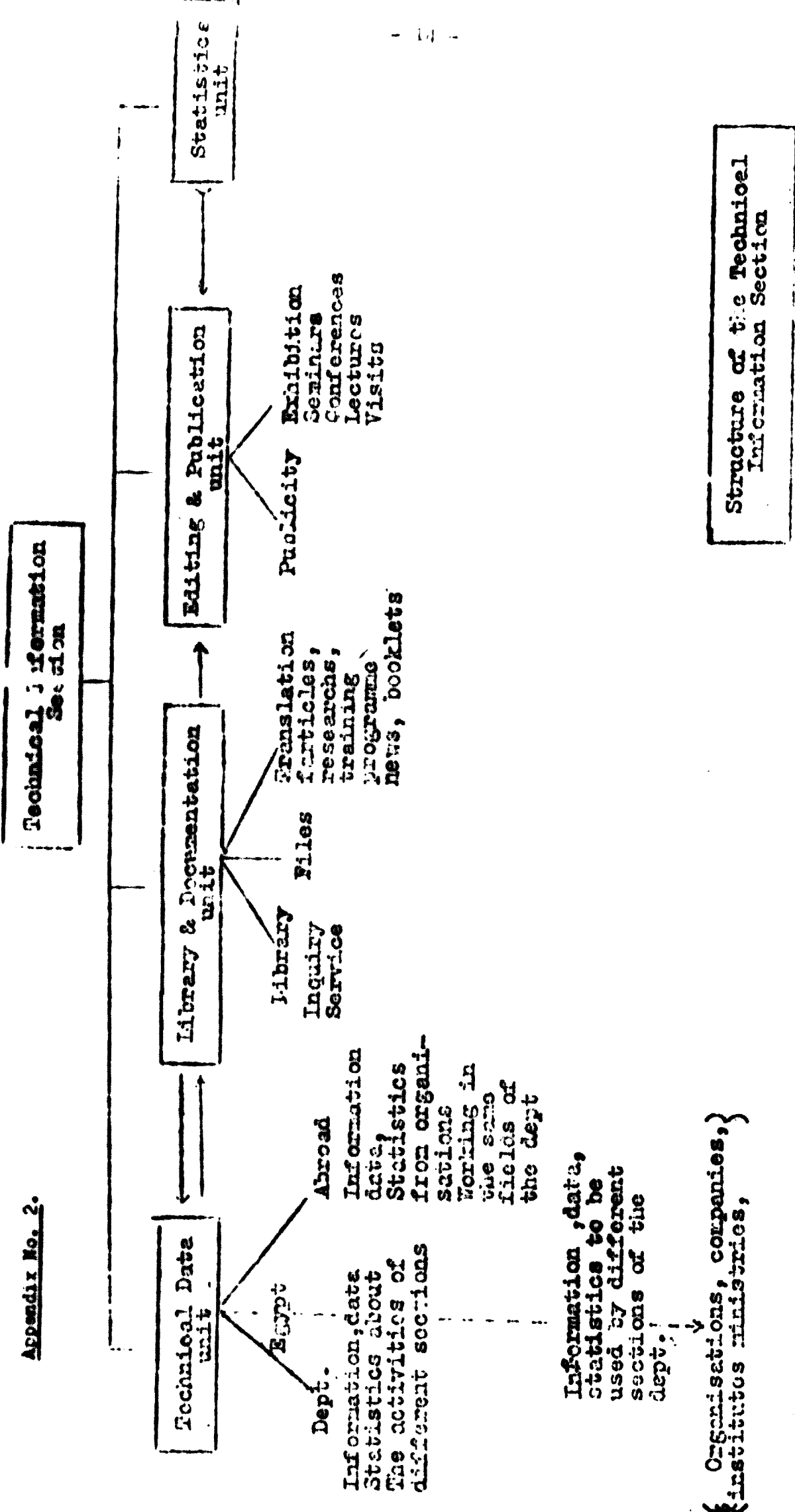
Information and documentation unit :

- Collecting information.
- Analysing and abstracting materials and to prepare it for publication.
- Filing , storing and information retrieval .
- answering enquiries from industry and preparing bibliographies in different fields of productivity and training.

Publicity unit :

- Publishing and marketing of information according to needs.
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Appendix No. 2.



Structure of the Technical Information Section

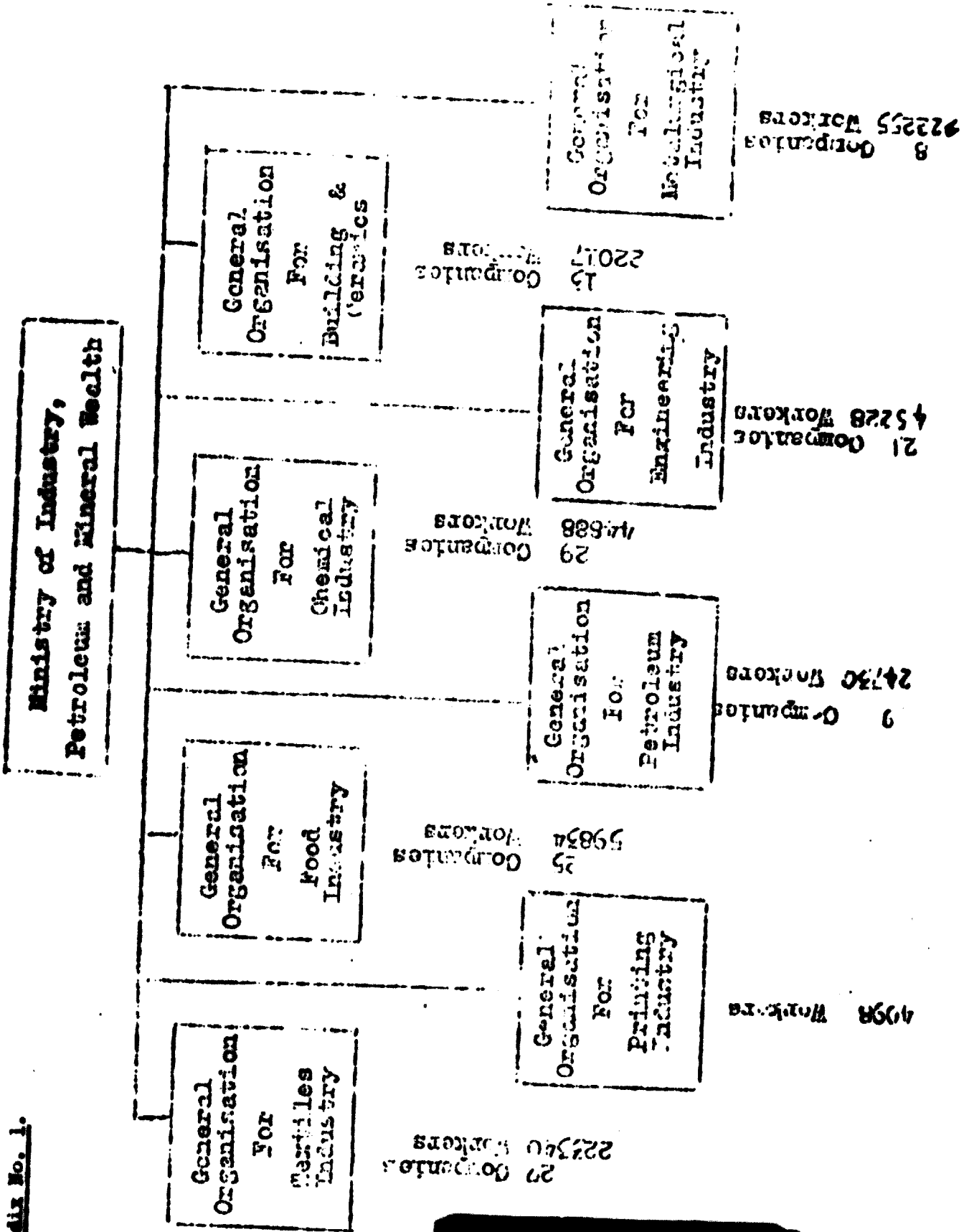
Dept. Information, data, Statistics about The activities of different sections

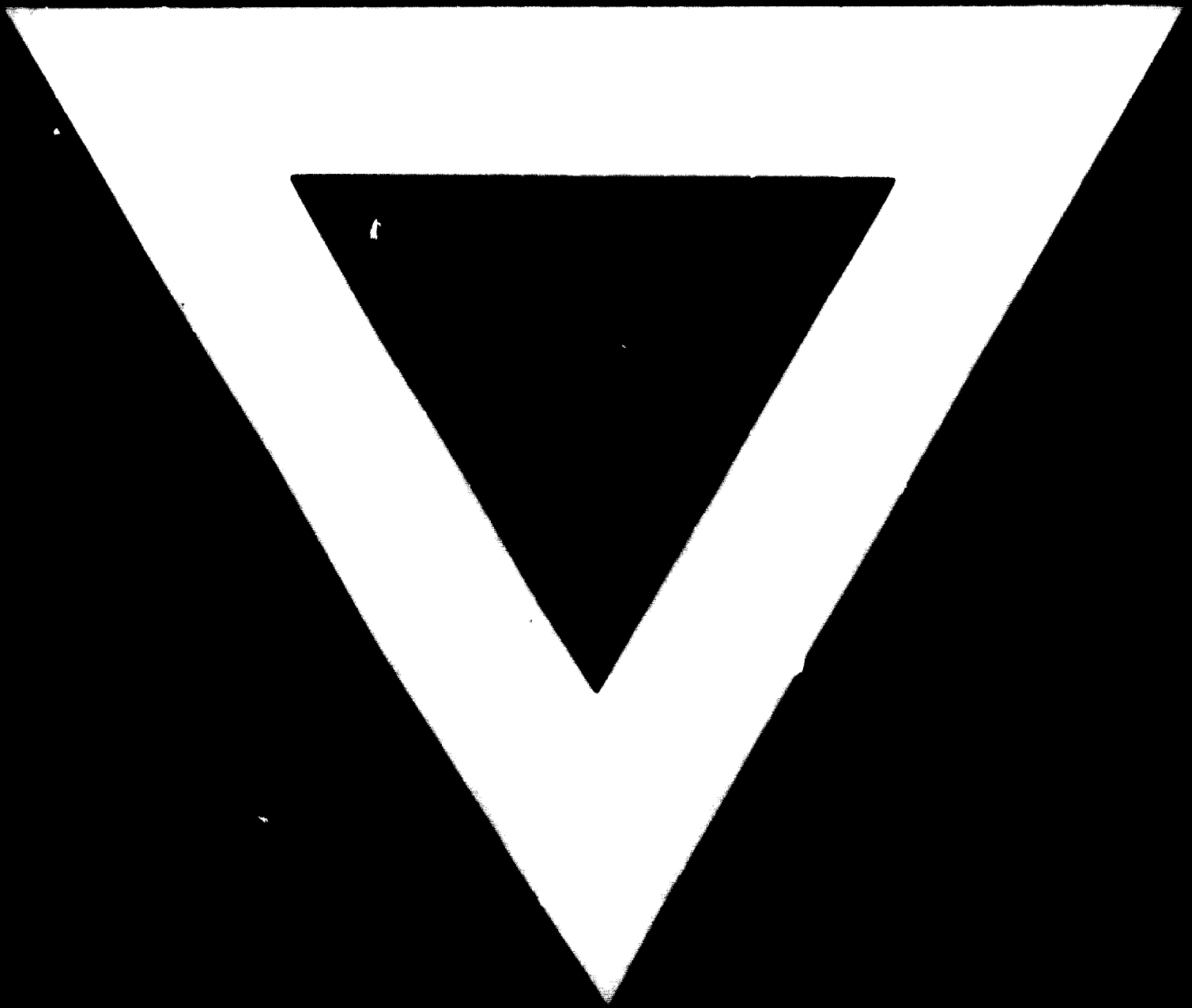
Abroad Information, data, Statistics to be used by different sections of the dept.

Information, data, statistics to be used by different sections of the dept.

Organisations, companies, institutes ministries,







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