

5. In order to promote development of the employment service, to secure unified and co-ordinated national administration, and to ensure the adoption of standardized forms and procedure, provision should be made *inter alia* for—

- (a) The issue by the headquarters of national administrative instructions;
- (b) The formulation of minimum national standards concerning the staffing and material arrangements of the employment offices;
- (c) Adequate financing of the service by the Government;
- (d) Periodical reports from lower to higher administrative levels;
- (e) National inspection of regional and local offices; and
- (f) Periodical conferences among central, regional and local offices, including inspection staff.

6. (1) Suitable arrangements should be made through advisory committees for the co-operation of representatives of employers and workers in the organization and operation of the employment service and in the development of employment service policy.

(2) These arrangements should provide for one or more national advisory committees and where necessary for regional and local committees.

(3) The representatives of employers and workers on these committees should be appointed in equal numbers after consultation with representative organizations of employers and workers, where such organizations exist.

7. Special arrangements for juveniles should be initiated and developed within the framework of the employment and vocational guidance services.

8. (1) The staff of the employment service should be composed of public officials whose status and conditions of service are such that they are independent of changes of Government and of improper external influences and, subject to the needs of the service, are assured of stability of employment.

(2) Subject to any conditions for recruitment to the public service which may be prescribed by national laws or regulations, the staff of the employment service should be recruited with sole regard to their qualifications for the performance of their duties.

(3) The means of ascertaining such qualifications should be determined by the competent authority.

(4) The staff of the employment service should be adequately trained for the performance of their duties.

9. The employment service should observe strict neutrality in the case of employment available in an establishment where there is a labour dispute affecting such employment.

10. The benefits of the employment service should be made available on the basis of absolute equality to all workers residing in a country without regard to nationality, sex, caste or creed.

11. Each Government should examine with a view to application the provisions of the Fee-charging Employment Agencies Convention (Revised), 1949, the text of which is annexed hereto.

#### SPECIAL REGIONAL PROBLEMS

12. (1) The Conference invites the Governing Body to ask the International Labour Office, in connection with the expansion of the man-power programme of the International Labour Organization in Asian countries, to study, with the Governments and employers' and workers' organizations concerned, the special problems of employment service development in the Asian countries, with a view to formulating, in the light of international and regional experience, principles and methods of employment service organization capable of encouraging the further development of such services on a solid and efficient basis.