

GUIDELINES

as a means to structure the national summary reports
on the European aerospace industry



1. NATIONAL SECTOR OVERVIEWS

1.1. Sector structure

- OEMs and important suppliers
- Locations, products, clients and markets
- Item 10 – companies (size according to employee headcount)
- Key economic indicators (i.a. order development, turnover, import-export)
- Development of employment (especially permanent staff, precarious work (such as temporary work and contracts for work and labour))

1.2. Structural changes in the sector / in the companies

i.a. technologies, organisation of work, outsourcing, development of qualifications, need for skilled workers

1.3. Economic situation of suppliers and OEMs

i.a. dependency on certain OEMs, liability and risk, cost and pricing pressure, quality requirements, pressure to be innovative

1.4. Opportunities, challenges and future trends

i.a. qualification & skilled personnel, innovation & technology, research & development, apprenticeships/education and further vocational training

1.5. Europeanisation / internationalisation of the value chain

e.g. multinational production and supply chains, status of OEMs and suppliers as regards R&D, transfers and outsourcing

2. FOCUS – INFORMATION ON „CHANGES IN DEMOGRAPHY AND EMPLOYMENT“

2.1. Employment structure

2.2. Age structure

2.3. Qualification structure

2.4. Operational conditions for:

- Supporting young colleagues (education/training)
- Need for skilled workers (Personnel development)
- Development of skilled workers (qualification)
- Personnel work, promotion of a healthy environment and work structures
- Transfer of know-how (between young & old)

2.5. Employees' interests and approaches to participation and codetermination

2.6. Employment and labour-policy instruments to qualify and develop skilled workers

e.g. new working models / working hours models, qualification programmes, personnel development, age-appropriate work structures, flexible retirement and partial retirement arrangements

- Which measures have already been implemented /are currently being implemented?
- Which measures are additionally necessary?

3. TRADE UNIONS, CODETERMINATION AND REPRESENTATION OF INTERESTS

3.1. Trade union organisation

(Trade union structures in the company, level of organisation, instruments and fields of action for the workers' representatives)

3.2. Approaches within the labour policy, bargaining policy and company policy

regarding:

- Securing and development of skilled workers
- Ageing at the workplace while staying healthy and competent (age-appropriate work structures)
- Measures for specific employment groups (age-appropriate work structures)

3.3. Examples of collective labour agreements and company agreements

(e.g. for qualification, diversity, personnel development, temporary work, flexibilisation, partial retirement)

3.4. Trade unions' recommendations, suggestions and demands

For personnel development and work structures that are able to stem demographic changes

- **On the company level**
- **As political measures for the entire sector**