



ESCO (2013) BOA 002 FINAL

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DRAFT MINUTES

7th meeting of the ESCO Board

15th of March 2013

Hotel Thon, Brussels

Item 1 Opening of the meeting

The meeting was chaired by Mr Jeremy Groombridge.

The agenda of the meeting has been adopted unanimously.

The minutes of the 6th ESCO Board meeting have been adopted unanimously.

Item 2 Thematic block 1: Managing the ESCO project

Item 2.1 Report of the last ESCO Maintenance Committee meeting

Mr Vito Spinelli informed the ESCO Board (BOA) members that in the last ESCO Maintenance Committee (MAI) meeting which took place on February, the MAI carried out a review of the outputs provided by the Sectoral Reference Groups (SREF). The major challenge in this exercise was the fact that the information was provided in different formats. Therefore the MAI has decided to create a reporting template to facilitate its quality assurance task. On the basis of the outputs, the MAI provided the SREF with feedback.

Ms Karin van der Sanden informed the BOA that in their last meeting the MAI has approved of the result of the Cross Sector Reference Group (CSREF); the updated version of the structure and thesaurus of the cross-sector skills and competences.

The main decisions are summarised in the minutes of the 7th MAI meeting.

The BOA welcomed the approach for dealing with sectoral overlaps devised by the SEC and endorsed by the MAI. The BOA recommended that overlaps cases should not lead to additional appointments of SREF members.



Concerning the level of detail of the SREF work Ms Wallis Goelen informed that the SREF should define the skills needed for the occupations in their sector but in the end the level of granularity would be decided by the MAI.

The members of the BOA agreed that it is very important to make clear that ESCO will be the common language for the labour market and education and training at the European level. Thus it cannot cover the skills/competences and qualifications of all occupations in EU countries in detail. However, if needed ESCO facilitates member states to developing extensions to ESCO in order to account for national, regional and sectoral specificities.

The BOA reflected on the distinction between skills/competences that are 'essential' and 'nice to have' for specific occupations. The BOA raised concerns if these categories are sufficiently value neutral.

The Board agreed on the necessity of the arbitration role of the MAI in case of contentious overlaps.

Item 2.2 Overview of the updated ESCO Guidelines

Mr Vito Spinelli presented the overview of the updated ESCO guidelines. He explained that it has been drafted by merging different documents into one and by adding new chapters. The SEC will develop a versioning strategy, so that for each release of the document changes and additions are highlighted. The BOA welcomed the updated version also in view of the necessary communication.

The SEC informed the BOA that a leaflet will be developed in order to raise awareness about ESCO.

The BOA recommended drafting a different leaflet for each type of target audience, so that the information can be tailored to the needs of different users (e.g. general public, policy makers, employment services)

The BOA recommended placing the leaflet in the frame of the communication strategy to be developed for 2013. The BOA stressed that presentation of this plan only in the 9th BOA meeting, as foreseen in the draft work plan, is too late. It becomes crucial to show progress in the project.

The BOA asked the SEC to circulate a draft of the leaflet to the BOA members as soon as possible. Additionally the BOA proposed to include a point in the agenda of the next BOA meeting about the communication plan.

Actions to be taken:

- The SEC to circulate a draft of the leaflet to the BOA for endorsement



- The SEC to make sure to add a point on the communication plan in the agenda for the next meeting

Item 2.3 Monitoring the project progress and risk

Mr Vito Spinelli informed the BOA about the **project progress**.

The BOA agreed on the fact that it needs more information to be able to judge if the project is on track, more specifically regarding the IT development. The BOA welcomed the suggestion of Ms Wallis Goelen to add a column on the project progress table in which the timing for the completion of each task is displayed and to show the implementation "flight plan" with mitigation actions for delivering ESCOV0 in July.

The BOA also agreed on the necessity to now first deliver results in terms of content and evaluate the SREF process before establishing more SREF.

Mr. Vito Spinelli also presented the **risk dashboard**, a table showing the project risks and their scores on probability, impact and importance. The ratings have been registered through an online survey filled by randomly selected representatives of each ESCO management body. The BOA recommended the SEC to develop a risk mitigation plan.

Actions to be taken:

- The SEC to add a column on the project progress table displaying the timing for the completion of each task.
- The SEC to present a risk mitigation plan.

Item 3 Thematic block 2: Status of the ESCO dataset and planning

Item 3.1 Update of the ESCO dataset

Mr Vito Spinelli updated the BOA on the status of the ESCO dataset and the planning that will lead from the restricted publication of pre-ESCO v0 to the publication of ESCO v0 for the wider public.

Item 3.2 Going live with ESCO v0: proposal for the stakeholders conference

Mr Vito Spinelli presented a concept proposal for the Stakeholders Conference developed by the SEC. The proposal stems from the ESCO business cases and it adopts a showcase approach in order to demonstrate how stakeholders can benefit from the ESCO project.



Ms Ana Carla Pereira supported by Mr. Peter Thiele expressed the need to also target the educational world as stakeholders of ESCO and the conference and to organise the event in a more interactive way.

The BOA agreed on the necessity of determining the target audience of the conference and orienting the conference for people who know little or nothing about ESCO. The conference is to be seen as a first large event in a series of events going from broad information to a more detailed and technical scope. Day one should focus on usability and day two can have a little more technical nature.

The conference must involve invitees from the first stakeholders' conference, practitioners and social partners. The following international organisations should be invited to the conference: CEDEFOP, OECD, ILO and Eurostat, assuring their support to ESCO (as opposed to promoting their own organisation). The BOA members should be present at the conference.

An evaluation of the conference could be foreseen by testing the audience before leaving the conference, in order to know if they consider ESCO to be valuable.

The BOA agreed on the necessity to present ESCO in the wider picture of the Europe 2020 strategy and highlight where ESCO adds value. ESCO should be presented as the common language for bridging the gap between the world of education and the world of employment. It is also important to foresee sessions about the connection between the labour market and the world of education.

Actions to be taken:

- The SEC to develop a full concept note in which it will define: objectives, target audience, programme, deliverables, functioning and evaluation of the Stakeholders Conference for the next BOA

Item 4 **Thematic block 3: Finalisation of the pillars for ESCO v0**

Item 4.1 **Testing the data model for the Qualifications pillar**

Mr Jens Bjørnåvold presented the approach for testing the qualifications pillar for inclusion in ESCO v0. The aim of this task is to select a limited number of qualifications (40-80) in order to test the data model and show how the Qualifications pillar will look like.

Item 4.2 Cross-sector skills/competences

Ms Karin Van Der Sanden introduced the work results of the Cross-sector reference group (CSREF). The CSREF refined their classification, also based on the input from the MAI.

She explained the model of the cross-sectoral skills/competences: thinking skills are considered as the starting point of the cognitive abilities of a person. These capacities are the basis for the construction of more complex skills, as they are applied in ever-widening contexts in an inner-outward progress. Ms Van der Sanden explained the main changes in the structure and thesaurus since the version presented in the last BOA. One of the most important changes being the category "Personal Attributes" is now renamed in "Attitudes and Values at work" and the subcategory "Physical Abilities and Characteristics" is taken out of the structure.

The MAI has approved this version. The cross-sector skills/competences structure and thesaurus now has to be improved and enhanced through an iterative process with the SREF.

Ms Gerd Goetschalkckx informed the BOA that the MAI provided feedback to the CSREF on the thesaurus and the semantic structure for the cross-sectoral skills/competences. At the current state of the data the perspective of the MAI on this document is very positive.

The BOA agreed that the current structure and thesaurus can be used for ESCOv0 and can be presented to the SREF.

The thesaurus will be uploaded in Sinapse for the BOA to give detailed comments. These comments will be used to improve and enhance the model and thesaurus.

Actions to be taken:

- The structure and thesaurus to be used in ESCOv0
- The SEC to upload the thesaurus of the cross-sectoral skills/competences on Sinapse.
- The BOA to provide their comments on the thesaurus uploaded in Sinapse before 30th of April.

Item 5 Thematic block 4: Sectoral revision process for ESCO v1

Item 5.1 Update on the Sectoral Reference Groups (SREF)

Mr Vito Spinelli informed the Board about the call-for-candidates that has been launched for creating 5 new reference groups: "mining and heavy industry", "manufacturing of food, beverages and tobacco", "arts, entertainment and recreation", "transportation and storage" and "ICT service



activities". These candidates will be evaluated the week after this meeting and presented to the BOA members for endorsement via written decision procedure.

Furthermore the SEC proposed to establish 4 additional SREF in early summer 2013 and 4 more in early winter 2013.

However, the BOA considered that since the work carried out by the existing SREF has not yet led to concrete results, it is not possible to judge on the quality of the process put in place. For this reason, the BOA decided to not set-up the new SREF in summer 2013. New SREF should be established only until after the stakeholders' conference. The BOA also asked to re-discuss in what order the new SREFs should be set up.

The BOA asked the SEC to develop by June, a report on the quality of results of the existing SREF .

Actions to be taken:

- The SEC to draft a report on the quality of the output of the SREF currently in place for the next BOA meeting in June.

Item 6 Thematic block 5: Testing ESCO as an interoperability tool

Item 6.1 Mandate for an ESCO user group

Mr Vito Spinelli presented the document concerning the mandate for the ESCO user group.

The BOA members expressed concern about how to make sure that the user group fulfils with the conditions required in their mandate. The BOA members shared the view that the legal implications of the creation of the user group are not clear. The possibility and risk of creating a competitive advantage for the members of this group are present and no legal guarantees are taken in advance. After careful consideration, the BOA decided that the user group should not be launched at this stage and that the companies/organisations involved should not have access to the pre-ESCO v0 dataset. The likelihood of having feedback from the usergroup before the launch of ESCOv0 is minimal and therefore the consequence of this decision is low negative impact. The BOA decided to resume the establishment of the user group only once ESCO v0 goes live; this means that there will not be a user group for testing pre ESCO v0 but only for testing ESCO v0. This implicates also that the composition of the user group could be reconsidered.

Actions to be taken:

- The BOA to inform the companies/organisations involved about this decision.

Item 6.2 Involving the PES in an interoperability test scenario



Ms Gerd Goetschalkckx presented the comparative testing in cooperation with PES.

The BOA decided that the comparative testing should be postponed until after the public release of ESCOv0 to avoid legal complications.

Item 7 Work programme and communication plan 2013

A delay on the agenda did not allow the BOA to discuss the work programme and communication plan foreseen for this year. The work program is outlined in the doc ESCO (2013) SEC 023FINAL.

The chair asked for a written consultation procedure for this topic.

Actions to be taken:

- The SEC to start written consultation procedure on the draft work programme.

Item 8 AOB

The next BOA meeting will take place in London on 14 June 2013. The following meeting will take place in December in Berlin.

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Documents adopted on the 6th meeting of the ESCO Board

- 1) Agenda for the 7th ESCO Board meeting on 15 March 2013 ESCO (2013) SEC 015 DRAFT
- 2) Minutes of the 6th ESCO Board meeting ESCO (2012) SEC 075 DRAFT
- 3) Draft structure and thesaurus of the cross sector skills/competences

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Participants

ESCO Board Members

- CAMPBELL, Mike Skills and Labour Market Expert
- DANEV, Bojidar Bulgarian Industrial Association



- GOELEN, Wallis DG Employment, Social Affairs and Inclusion
- GROOMBRIDGE, Jeremy Jobcentre Plus
- JOHANSEN, Gorm Danish Chamber of Commerce / Eurochambres
- AHMAN Goran Swedish PES (Arbetsförmedlingen)
- PEREIRA Ana Carla DG Education and culture
- THIELE Peter Federal Ministry of Education and Research
- WILSON, Tom Unionlearn

Observers

- GOETSCHALKCKX Gerd ESCO Maintenance Committee

ESCO Secretariat

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- PERERA Cristina TenForce
- SPINELLI, Vito TenForce
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- BJORNAVOLD Jens Cedefop

Excused

- ABECASIS Margarida EC, DG T
- BAUT Michel EC, DG Translation
- BOOMGAERT Wilfried Flemish Department of Education and Training
- CALLEJA Joachim James Ministry of Education, Culture, Youth and Sport
- HÄGGLUND, Sam European Federation of Building and Woodworkers (EFBWW)
- LE VRANG Martin DG Employment, Social Affairs and Inclusion
- LETTMAYR, Christian Cedefop
- NOMDEN Koen DG Education and Culture



ESCO - European Skills/Competences, qualifications and Occupations

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