ESCO (2011) BOA 006 FINAL

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MINUTES

ESCO 3rd Board meeting

28th October 2011

Caxton House, Tothill Street, London

Item 1 Opening of the meeting

The meeting was chaired by Mr Jeremy Groombridge.

Item 1.1 Adoption of draft agenda of the meeting

The agenda of the meeting and the minutes of the 2nd ESCO Board meeting have been approved unanimously.

Item 2 Cooperation between ESCO Board and ESCO Secretariat

The ESCO Board adopted the following points:

1. The ESCO Board will aim to increase ***T***ransparency, to build ***T***rust and to ***T***ake ownership of the ESCO project ("*TTT*").
2. The ESCO Board meeting minutes will take the form of operational conclusions and will focus on the final decisions; they will be short and concrete. The meeting minutes will not report on individual reflections, however, Board members have the right to request for specific statements/remarks to be taken up in the meeting minutes.
3. Decisions of the Board will be taken by applying the majority rule when voting. The meeting minutes will only contain the final result of the voting.
4. With every decision the ESCO Board reflects which communication steps might be required.
5. Based on the meeting minutes the ESCO Secretariat will summarise each set of Board decisions about a specific topic on a separate fiche. This paper will document the decision,

accompanied by a short summary containing the reasoning and context of the decision. The ESCO Secretariat will share the draft with the Chair and the Vice Chair of the ESCO Board. Afterwards a written procedure will be initiated for approval of the documents. After approval the documents will be made public via the ESCO portal.

6. To achieve better cooperation with the ESCO Maintenance Committee (MAI), the ESCO Board invites the Chair of the MAI to be a permanent observer in the ESCO Board meetings. When the Chair of the MAI is not able to join in person, the Vice Chair of the MAI will replace him/her.
7. The SEC will assist the ESCO Board Chair to prepare the meetings and to report on the meetings.
8. Papers of the SEC will clearly indicate the purpose of the paper, describe the required action, contain the necessary information and suggest decision options or an output.
9. The process of written procedure will be structured as follows:
    a. The SEC sends the document for approval to the Chair and Vice Chair of the ESCO Board. They have five working days to react and propose changes when necessary. The SEC will adapt the document as requested, until it is approved by the Chair and Vice Chair.
    b. After approval by the Chair and Vice Chair, the document will be shared with the other ESCO Board members. Within a certain timeframe (usually not less than one week) they can comment on the document.
    c. If no comments have been made by the Board members the document is adopted. In case of comments the SEC adapts the document, circulates the updated version and foresees a final timeframe (usually not less than one week) for endorsement of the adapted version.

Item 3 ESCO Job Matching Demo

The ESCO Board noted:

1. The ESCO SEC will set up a webinar (*Elluminate*) training session for the Board members.
2. After this training has taken place, the SEC will share the URL of the Job Matching demo using ESCO and set up a webinar to present the demo to the Board members.
3. Strong communication with other European actors and transparency is required to ensure that other systems evolve in the same direction as ESCO.

4. The Job Matching Demo will be adapted to using ESCO v0 at a later stage.

Item 4 Report about the first ESCO Maintenance Committee meeting

Following the SEC proposal the BOA took the following appointing decision:

Mr Tony Bird is appointed as chair of the ESCO Maintenance Committee.

Ms Gerd Goetschalckx is appointed as vice chair of the ESCO Maintenance Committee.

The Board would like to have a close cooperation with MAI:

1. The SEC will update and circulate the MAI mandate as soon as possible. The Board will aim at endorsement of the mandate before the next MAI meeting on 18 January 2012.
2. The SEC will set up a joint meeting between the Board and the MAI within the next 6 months.
3. The Maintenance Committee will act as a gatekeeper: the MAI approves and rejects proposals from the REF, it guards the frames of the mandate in which the REF acts. The Board recognises and values this function. It is the responsibility of the Board to value the input of the MAI.
4. In the next months a meeting has to be set up between the Board Chairpersons and the MAI Chairpersons.
5. The Board requests two reports for information:
    a. A periodical (6 monthly) high level progress report from the ESCO MC. This will give the Board the opportunity to give feedback to the MAI and REF when necessary.
    b. The SEC will share the work planning of individual REF with the Board as soon as it is available.

Item 5 Process of appointing the Reference Groups

The ESCO Board decided:

1. The SEC will try to adapt the timetable for the appointment process or Reference Groups (REF) to allow the Board as much time as possible for endorsement. Information on candidates will be shared with the Board as soon as possible.
2. Composition of REF will be very much based on individual expertise and willingness to participate, since it requires extensive effort from the individual REF members. However, regional balance is also a criterion that needs to be taken into account.

3. REF will need a minimum of eight members to start their work. If the SEC receives less then eight suitable candidates it will consult the Board.

Item 6 ESCO Project Management Plan

The ESCO Board took the following decisions:

1. The PMP still contains several unknown variables. With the progress of the project more information will become available and the PMP will become more concrete and accurate.
2. As part of project quality management to the SEC will analyse the benefits of ESCO. This analysis will catalogue the practical benefits of ESCO (including end user and "institutional" benefits). Benefits will not always be of a financial nature. The analysis will also contain clear descriptions of business cases. Compared with the cost projections the analysis will serve as piece of evidence for the EU Parliament that the cost for the development of ESCO is justified in relation to its benefits (CBA).
3. The SEC will organise a bilateral meeting between the chairs of the ESCO Board and the ESCO Secretariat as soon as possible. Purpose of the meeting is to discuss the missing elements of the ESCO PMP. For the next Board meeting the SEC will provide three documents to the BOA: communications management plan, risk management plan and quality management plan.

   The documents do not yet need to be comprehensive for the next Board meeting. Instead they should focus on the most important and crucial elements.

   The SEC will contact the ILO to verify whether a Risk Management Plan for ISCO is in place.

   Mr Jeremy Groombridge offered to share a case study on risk management.
4. The timescale and workload for the revision process by the REF is challenging. It will lead to high workload of the SEC. The SEC will use the first four Reference groups as a test case to verify the workload. It will keep the resource requirement under review and verify whether it is necessary to add resources to the SEC.

   The SEC should investigate if further outsourcing could contribute to management of the Reference Groups.
5. The amount of work for translators may lead to a bottleneck for the revision process. Therefore, REF should aim at using the expert and language knowledge of the REF members. They should provide a first translation of work results in as many languages as possible.
6. In 2012 instead of two Board meetings as proposed in the ESCO PMP, the members would like to have up to four meetings.

The SEC will revise the originally proposed date for the fourth Board meeting.

7. A proposal has been formulated to offer one person per REF to give secretarial support to assist in the organising of their work. This proposal will be evaluated further following the experiences with the first Reference Groups.
8. The FAQ paper will be sent to the Board members for a written approval procedure. The SEC will use this document in communication with stakeholders.
9. The European Commission is financially accountable for the ESCO project. Other members of the ESCO Board are invited to give advice and share early warnings concerning the financial aspects of ESCO with the Commission representatives.

Item 7 Further development of the ESCO qualifications pillar

Decisions and remarks of the ESCO Board:

1. The Board members agree with the proposed approach to develop the ESCO Qualifications pillar, including indirect inclusion of national qualifications.
2. Linking qualifications to skills/competences is challenging but of key importance for the ESCO project. This is reflected by the following statement: "*The importance of skills/competences in occupational profiles on the one side and for the description of qualifications through learning outcomes on the other side is the means to close the gap between the worlds of education/training and the labour markets.*"[1]
3. The actions to follow up have been accepted by the ESCO Board. However, two notes have been made with regards to slide 11 of the presentation:
    a. REF will need sources of qualifications and criteria as an input before they can identify relevant qualifications. Cedefop will provide such a list of sources of certificates and licenses for the Reference groups in the first half of 2012. The list will contain a categorisation of certificates and licenses grouping them based on several variables, such as the type of awarding body, scope and geographical coverage. Cedefop will build on those certificates and licenses already present in the SC pillar of ESCO and further develop and expand the list in close cooperation with stakeholders. Cedefop will start with the qualifications already covered by the European Directive 2005/36 to include these directly in the qualifications pillar. Besides Cedefop, the members of the

[1] The ESCO qualifications pillar: the overall approach. ESCO (2011) SEC 050 FINAL

REF are experts themselves and will know which sources can be of interest for the revision process of ESCO.

b. Note to point four of this slide: The SEC will verify whether it is feasible to prepare a paper on the relation between the pillars for the 4th Board meeting, since it will take place earlier than originally expected.

Item 8 Learning from O*NET

The ESCO Board decided:

1. Four points of O*NET are considered as very interesting for the further development of ESCO:
   a. Methodology to update and revise a classification.
   b. Rating principle for the relation between occupations and skills/competences.
   c. Approach towards demand-phase occupations.
   d. Approach towards new and emerging occupations.

   These issues will be investigated further in detailed analyses taking into account O*NET and other classification systems.

   The SEC will provide a short paper with the main advantages and disadvantages of O*NET for different business cases, in particular for job matching.
2. The use of lay titles in O*NET reduces the total number of concepts. Using lay titles in a similar way might not be suitable for the purpose of job matching as it limits the granularity of the classification. However, REF can reduce the number of occupation concepts when they notice that two or more occupational profiles consist of an almost completely identical skill set.
3. O*NET is based on the US labour market. The EU labour market is more regulated than the US labour market; this difference is acknowledged by the board.
4. Two challenges have been identified:
   a. It is important to define which level of detail ESCO aims for. This is a strategic decision. The SEC will prepare a study on the level of detail needed within ESCO, taking into account its business cases.
   b. The SEC will devote particular attention to the flexibility of ESCO, i.e. its ability to react to changes in the labour market or in education/training. This aspect will be

taken into account in the further analysis on the four key points on learning from O*NET (see above).

Item 12 Concluding Remarks

The SEC will fix date and place for the next ESCO Board meetings by correspondence with the Board members.

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Participants

ESCO Board Members

Danev, Bojidar	Bulgarian Industrial Association, Chairman/Executive President
Goelen, Wallis	DG EMPL, Head of Unit - Employment Services, EURES
Groombridge, Jeremy	Jobcentre Plus, Director - Transformation/Product Management
Scatoli, Carlo	DG EAC , Acting head of Unit - Skills and Qualifications
Johansen, Gorm	Danish Chamber of Commerce/Representing Eurochambres, Senior advisor

Permanent observers of the Board

Baut, Michel	DG Translation, Head of Unit - Translation
De Vriendt, Karel	DG Informatics, Adviser

ESCO Team

Bjornavold, Jens	Cedefop
Le Vrang, Martin	DG EMPL
Stjernquist, Henric	DG EMPL
Karin van der Sanden	DG EAC
Vander Kuylen, Katrien	TenForce
Ginta Niedra	TenForce

External experts

Markowitsch, Jörg	3s Unternehmensberatung GmbH

Excused

Boomgaert, Wilfried	Flemish Ministry of Education and Training, Deputy Director -

	Departement Onderwijs en Vorming
Bridgford, Jeff	European Trade Union Confederation, Special Advisor
Calleja, Joachim James	Maltese Ministry of Education, Culture, Youth and Sport, Chief Executive of the Malta Qualifications Council
Lettmayr, Christian	Cedefop, Acting director
Lock, Claes-Göran	Swedish PES (Arbetsförmedlingen), Senior Manager
Pennel, Denis Eurociett,	Managing Director
Thiele, Peter	German Federal Ministry of Education and Research, Head of Division- Vocational Training Policy Issues