EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Skills
Skills and qualifications

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EMPL/E2/PC

Draft Terms of Reference for the ESCO Maintenance Committee III (2018-2022)

These Terms of Reference have been adopted by the European Commission after consulting the Member States working group on ESCO (MSWG).
The Terms of Reference will be uploaded to the Register of Commission expert groups and other similar entities (http://ec.europa.eu/transparency/regexpert/).

1. Mandate

1.1. Objectives

The ESCO Maintenance Committee advises the European Commission on the continuous technical and conceptual improvement of ESCO. It formulates opinions on the approach for technical implementation, on quality control principles and on the revision of ESCO data. Additionally, the ESCO Maintenance Committee advises the European Commission on the implementation of ESCO in processes and software applications (e.g. use of ESCO by the Public Employment Services, within EURES, by private job boards, for career guidance, for big data analysis and for a better linking of employment with education and training).

The ESCO Maintenance Committee works in close collaboration with the Commission.

1.2. Responsibilities

The ESCO Maintenance Committee is responsible for:

- Providing expertise concerning the continuous updating, improvement, management and dissemination of the ESCO classification.
- Advising on the methodological approach to ESCO and its compliance with stakeholders' requirements;
- Advising on how ESCO can add most value through its use in applications;
- Monitoring the progress of the revision of the ESCO content;
- Contributing to the quality assurance process;
- For each proposal for a new release of ESCO: i) reviewing the proposal and the quality assurance process applied in its development, and ii) providing an opinion on the release of the proposal to the European Commission.

The members of the ESCO Maintenance Committee will commit to:

- Regularly attending scheduled ESCO Maintenance Committee meetings;
- Championing the project within and beyond their work areas;
- Participating in the ESCO Maintenance Committee in open and honest discussions;
- Informing the European Commission services in case of any potential or actual conflict of interest.

2. Term

These Terms of Reference are effective from 01/01/2018 and remain valid until the publication of ESCO v1.1[1] but in any case not beyond 31/12/2022.

3. Composition of the ESCO Maintenance Committee

3.1. Expected profile of ESCO Maintenance Committee members

Members of the ESCO Maintenance Committee should have experience and knowledge in some or all of the following fields:

- Development, management, dissemination or usage of taxonomies, metadata, controlled vocabularies and/or classification systems;
- Terminologies used in the labour market, education or training, in particular related to occupations, competences, qualifications and learning outcomes;
- European/international standards, frameworks or classifications used in the labour market, education or training, such as ISCO, NACE, EQF, e-Competence Framework, ISCED, etc.;
- National classification systems, such as ROME, Berufenet, NOS, etc.;
- Very good English language skills (compulsory).

3.2. Process of appointing members of the ESCO Maintenance Committee

The Commission publishes a call for applications on the ESCO portal and in the Register of Commission expert groups and other similar entities, with a minimum deadline of 4 weeks. MSWG members and all interested stakeholders can propose candidates to the Commission during the call. The candidates are selected for the term indicated in ch. 2 based on their expertise and experience compared to the professional profile as described in ch. 3.1. The call is open both to EU and EEA experts. The European Commission appoints the members of the ESCO Maintenance Committee. The list of members of the ESCO Maintenance Committee is published on the ESCO portal and in the European Commission register of experts.

3.3. End of membership

Membership in the ESCO Maintenance Committee will end:

- at the end of the term the committee has been appointed for;
- when the member resigns from the committee;
- when the member fails to attend three consecutive meetings unless the chair invites the member to remain in the ESCO Maintenance Committee; or

[1] ESCO v1.1 marks the next major release following the initial publication of ESCO (ESCO v1), i.e. the next release in which the list of occupations, knowledge skills and competences is revised.

- when the member leaves the organisation or employer they have been working for at the moment of their appointment unless the chair invites the member to remain in the ESCO Maintenance Committee.

The European Commission can appoint replacements for leaving members, taking into account the expected profile described in ch. 3.1.

4. Working methods

4.1. Meetings

The European Commission will schedule ESCO Maintenance Committee meetings to request advice on the technical and conceptual development of ESCO and its use in applications. Meetings are usually held on Commission premises.

4.1.1. Frequency of meetings

The ESCO Maintenance Committee is expected to meet between four to six times per year. Meetings will usually last one or two working days.

At each meeting of the ESCO Maintenance Committee, members agree together with the chair on provisional dates for the next meeting(s). Once the practical arrangements for the meeting have been made, the Commission services invite the members of the ESCO Maintenance Committee to the meeting through the AGM system[2] indicating time and place of the meeting.

4.1.2. Languages

All ESCO Maintenance Committee meetings are held in English only.

4.1.3. Chairing

The ESCO Maintenance Committee shall be chaired by a representative of the European Commission.

The chair is:

- Preparing meetings;
- Drafting the agenda of the meeting (cf. ch. 4.1.5);
- Steering the discussion on the appropriate subject, calling upon participants to speak and ensuring that all members' opinions are heard;
- Summing up the result of the discussion and calling for appropriate follow up whenever pertinent

4.1.4. Attendance

Meetings of the ESCO Maintenance Committee and its possible subgroups are not public.

The following people may attend meetings of the ESCO Maintenance Committee:

- Members of the ESCO Maintenance Committee;
- Members of the Commission services;
- Contractors supporting the Commission on ESCO or on related projects;
- Experts (including members of other expert groups, such as the MSWG or the EQF Advisory Group) that have been invited by the chair;

[2] https://ec.europa.eu/tools/agm/

- Support staff organising the meeting, including anyone responsible for accompanying a person with a disability who is attending the meeting of the ESCO Maintenance Committee.

In case of absence, members of the ESCO Maintenance Committee will inform the Commission services. Absent members can send a substitute as observer. Members who are absent for three consecutive meetings are automatically withdrawn from the ESCO Maintenance Committee unless a valid reason is given and the Commission invites the member to remain in the ESCO Maintenance Committee.

4.1.5. Agenda and deliverables

The chair proposes a draft agenda, usually four weeks in advance of the meeting, to the committee members. The members of the committee can request a matter to be placed on the agenda by writing to the chair.

The supporting documents will be provided by the Commission, and when necessary by members of the committee, usually two working weeks in advance of meetings. The agenda and the supporting documents will be distributed to all members and observers of the group through the AGM system.

4.1.6. Formulation of opinions

The ESCO Maintenance Committee normally formulates opinions by consensus. In case of disagreement, individual opinions can be registered in the minutes.

4.1.7. Minutes

Meetings of the ESCO Maintenance Committee are recorded in minutes. Minutes of the ESCO Maintenance Committee meetings take the form of operational conclusions. They are short, concrete and focus on final decisions. The minutes normally do not report on individual reflections. However, ESCO Maintenance Committee members have the right to request for specific statements/remarks to be taken up in the meeting minutes. The Commission prepares the draft minutes of the ESCO Maintenance Committee meetings. Meetings of the ESCO Maintenance Committee can be audio-taped in order to facilitate the creation of minutes. Draft minutes are normally circulated within one month after the meeting. ESCO Maintenance Committee members will submit their proposed amendments in writing to the chair with a proposal for a concrete phrasing. After approval by the ESCO Maintenance Committee, the draft minutes become final. The Commission publishes final minutes and meetings deliverables of the ESCO Maintenance Committee on the ESCO portal and distributes them through the AGM system.

4.1.8. Reimbursements

Members of the ESCO Maintenance Committee who are attending these meetings in an expert capacity are reimbursed for their expenses in line with Commission rules[3]. They request reimbursement through the AGM system.

Private experts receive a reimbursement of their travel expenses, a daily allowance and an accommodation allowance. Government experts (except Commission representatives) receive a reimbursement of their travel expenses.

[3] COMMISSION DECISION of 5 December 2007 on Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

4.2. Written consultation procedures

Exceptionally, the Commission can consult the ESCO Maintenance Committee in a written procedure. In this case the Commission sends the document to the ESCO Maintenance Committee members by e-mail or through the AGM system. Within a certain timeframe (normally not less than one week) they can comment on the document.

5. Amendment

The Commission services may amend these Terms of Reference in writing after discussion of the changes with the ESCO Maintenance Committee and the MSWG.