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Appointment of the chair and vice-chair to the ESCO Maintenance Committee

1. Introduction

The ESCO Maintenance Committee is preceded by a chair and a vice-chair who, as specified in the terms of reference, are appointed among and by the ESCO Maintenance Committee members¹. The nomination is done either by consensus or by simple majority and will last for the duration of the term of the ESCO Maintenance Committee as indicated in the terms of reference. The team of chair and vice-chair will be composed of one representative of the labour market and one representative of the education and training sector.

2. Role of the chair and vice-chair

2.1. Role and responsibilities of the chair of the ESCO Maintenance Committee

- The chair of the ESCO Maintenance Committee is responsible for:
 - running the ESCO Maintenance Committee meetings with the assistance of the ESCO Secretariat;

¹ Observers are not eligible and have no vote



- steering discussions, calling participants to speak and ensure that all ESCO Maintenance Committee members' opinions are heard;
 - aiming for a consensus advice on the appropriate subject when being consulted;
 - discuss the first draft of the agenda for the ESCO Maintenance Committee meeting with the vice-chair and the ESCO Secretariat.
- The chair of the ESCO Maintenance Committee ensures that:
- meetings are run effectively and start and finish on time;
 - agenda items are properly introduced;
 - members are encouraged to contribute;
 - advice to the European Commission is given when necessary;
 - advice given by the ESCO Maintenance Committee stays in line with the European Commission regulations;
 - the ESCO Maintenance Committee functions according to the terms of reference; and
 - a constant co-ordination and liaison with other stakeholders including the ESCO Board and ESCO Secretariat is in place.
- The chair is expected to demonstrate the following skills and competences:
- Lead others – be able to steer the ESCO Maintenance Committee in the consolidation of the methodology for the development and quality assurance of the ESCO taxonomy;
 - Good communication skills;
 - Good inter-personal skills – the ability to listen actively to members' contributions;
 - Impartial, fair and the able to respect confidences;
 - Facilitate and enable - supporting others in achieving common ground and a shared sense of direction;
 - Make decisions - have experience in high level decision-making;
 - Have a good knowledge of taxonomies and thesauri in the field of labour market and education and training;
 - Maintain a strong network of stakeholders interested in the ESCO project; and
 - Have very good English language skills.

2.2. Role of the vice-chair of the ESCO Maintenance Committee

The vice-chair supports the chair in his/her responsibilities and to fully replace the chair during his/her absence.



ESCO - European Skills/Competences, qualifications and Occupations

The vice-chair therefore requires the same skills and competences as the chair of the ESCO Maintenance Committee.



3. Appointment procedure

Members of the ESCO Maintenance Committee who are interested in the role of chair and/or vice-chair, should express their interest to the European Commission at empl-esco-secretariat@ec.europa.eu accompanied by a short motivation letter by Friday 12th September 2014. Candidates unable to attend the meeting in person can present themselves through the use of a conference call or a recorded (audio or video) or written message.

The actual appointment procedure will be moderated by the European Commission and starts with the election of the chair:

1. The European Commission informs the ESCO Maintenance Committee on the candidates running for the position of chair and distributes the list of the candidates and their motivation.
2. Each candidate is asked to shortly (max. 2 minutes) express his / her credentials and motivation.
3. The ESCO Maintenance Committee members will then mark their preferences for only 1 candidate on the provided voting paper (ballot).
4. The European Commission collects and counts the votes in public and announces the appointment of the new chair of the ESCO Maintenance Committee.

The appointment of the chair is followed by the appointment of the vice-chair following the same procedure, however respecting the requested composition of the team. If the chair is a labour market representative the vice-chair should be a representative from education and training and vice versa:

1. The European Commission informs the ESCO Maintenance Committee on the candidates still eligible for the position of vice-chair and distributes the list of the candidates and their motivation.
2. Candidates that were not part of the election for the Chair, will present shortly (max. 2 minutes) his / her credentials and motivation.
3. ESCO Maintenance Committee members will then mark their preferences for only 1 candidate on the provided voting paper (ballot).
4. The European Commission collects and counts the votes in public and announces the appointment of the new vice-chair of the ESCO Maintenance Committee.