ESCO (2012) BOA 007 FINAL

Creation Date: 19/12/2012

MINUTES

6th meeting of the ESCO Board

17th of December 2012

Jobcentreplus, London

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 5th ESCO Board meeting have been adopted unanimously.

Item 2 Thematic block 1: Managing the ESCO project

Item 2.1 Measuring costs and benefit of the ESCO project

Mr Martin Le Vrang presented first methodological thoughts for the cost benefit analysis (CBA) on ESCO. The actual CBA could be outsourced.

The ESCO Board (BOA) agreed that both the micro and macro level need to be covered in the CBA. Starting point should be the ESCO business cases. Furthermore, it should focus on how ESCO helps to make the labour market more efficient and to reduce transaction costs. The benefits should be crystallised in a form that can be used to inform stakeholders.

Item 2.2 Overview of project progress, risks and quality

Mr Martin Le Vrang presented an overview of the progress and risk dashboards. With this presentation, he opened the discussion on the success indicators for ESCO and a first outline for a quality management plan. Mr Martin Le Vrang proposed to distinguish between three types of success: developing and disseminating a high quality product, improving economics in applied business cases and how ESCO has helped improving the economic situation.

Ms Wallis Goelen informed the BOA that the European Commission does not consider ESCO a high-risk project. Nonetheless, the ESCO Secretariat (SEC) will develop a risk mitigation plan for ESCO.

Although, due to time restrictions, the topic of success criteria has not thoroughly been discussed, the BOA members concluded that there should be a direct link between the benefits in the cost/benefit analysis and the success indicators.

BOA states that a six monthly internal communication meeting will help the BOA to identify current and possible future risks for the project. Four to six weeks after every internal communication meeting the BOA will meet to discuss the risks identified. This process will go hand in hand with the approach for risk assessment as defined in the 5th BOA meeting[1].

Actions to be taken:

- For the next BOA meeting the SEC will present an updated risk management plan including mitigation plans for the most prominent risks.
- BOA members are welcome to share their comments and advice for the risk management process with the SEC by e-mail.

Item 3 Thematic block 2: Going live with ESCO v0

Item 3.1 Go live of ESCO v0

Mr Martin Le Vrang updated the BOA on the on-going development of ESCO v0. He briefly discussed the different steps before going live with ESCO v0 and highlighted the complexity of the process and the heavy interdependencies between the different steps.

The Project Definition Study for the go live of ESCO v0, delivered under the ESCO Framework contract, describes a two phased approach which foresees delivery of the project in May and July 2013. As an additional month is required for installation at the European Commission premises, the Stakeholder Conference will, most likely take place in autumn 2013. The main purpose of the Stakeholder Conference is to inform and promote ESCO to a wider group of (future) users/end users and stakeholder groups. Therefore, it is essential to have the ESCO v0 portal up and running and foresee practical examples on the use of ESCO.

The BOA agreed that it is essential to set a final date for the Stakeholder Conference as soon as possible, as the going live of ESCO v0 is a key milestone for the project. As the IT contractor plays a

[1] ESCO (2012) SEC 028 FINAL "Managing risks in the ESCO project".

crucial role in the going live of ESCO v0, it is important to maintain strong cooperation and communication with the contractor to ensure the timely delivery of the ESCO v0 portal.

Actions to be taken:

- The European Commission will fix a date for the ESCO stakeholder conference
- For the next BOA the SEC will prepare a concept paper and draft program for the ESCO stakeholder conference.

Item 3.2 Using experiences of early adopters

Mr Vito Spinelli informed the BOA on the recent requests to access pre-ESCO v0 and opened the discussion on criteria for granting access and the possibility to establish an ESCO user group.

With regards to the ESCO user group, the BOA agreed to the need and adopted the document "Proposal to create an ESCO user group"[2].

With regards to the requests for access to the pre-ESCO v0 data, the BOA decided to only grant access to companies and organisations which want to get acquainted with the data model of ESCO to assess the added value for them, but not to those that already want to use ESCO for developing online tools. The BOA agreed to the following criteria to which requesters will be asked to commit themselves

1. The requesting entity uses pre-ESCO v0 to analyse potential benefits for the company, but does not yet start any concrete development projects;
2. The requesting entity will not re-publish pre-ESCO v0 or go live with any software components, application or the like that are based on pre-ESCO v0;
3. The requesting entity agrees to share their experiences in an ESCO user group or directly with the SEC;
4. The requesting entity is considered trustworthy by the BOA;
5. There must be no risk of granting "competitive advantage" for the requester.

The BOA will decide on a case by case basis to which requesting company's access will be granted.

The BOA understands that this decision conflicts with the earlier agreed list of stakeholders to which access will be granted at the restricted publication of Pre-ESCO v0[3].

[2] ESCO(2012) SEC 072 FINAL

[3] ESCO (2011) SEC 045 FINAL: Restricted publication of preliminary ESCO versions

Actions to be taken:

- The SEC will launch a written decision procedure to ask the BOA to endorse the appointment of the companies/organisations concerned to the users' group.
- Following the appointment, the SEC will develop a mandate for the group.

Item 4 Thematic block 3: Linking the ESCO pillars in ESCO v1

Item 4.1 Relationship occupations – qualifications

Mr Martin Le Vrang informed the BOA on recent developments in the data model of the Q pillar. He explained the approach agreed in the 5th MAI meeting to describe in ESCO v0 the relationships OCC ⇔ Q and SC ⇔ Q via free text fields. Mr Martin Le Vrang explained that this approach will be used to get a better understanding of the nature the relationship between OCC and Q before developing standardised categories. The BOA stressed the importance of providing the SREF with clear instructions on how to compile the information describing the relationships.

Item 4.2 Skills and competences as common language

Ms Karin Van der Sanden introduced the discussion note on the linking of OCC and Q via learning outcomes.

Ms Karin Van der Sanden introduced the discussion note on the linking of OCC and Q via learning outcomes .the conceptual links between the SC and the Q pillars. While the data-model for the Q pillar provides a general indication on how this link can be established, the challenge lies in connecting the learning outcomes terminology of the education and training system with the SC terminology used by the labour market. While these two terminological approaches share a number of similarities, they have been developed in different contexts and for different purposes and cannot automatically be combined and linked. The BOA agreed on the approach suggested in the note. The SEC will further analyse how Knowledge, Skills and Competences are applied in the context of learning outcomes descriptions, CVs and job vacancies and will share and discuss findings with the BOA, the MAI and the CSREF.

Item 5 Thematic block 4: Review process to develop ESCO v1

Item 5.1 ESCO Guidelines

Ms Katrien Vander Kuylen updated the BOA on the development of the ESCO Guidelines and how the Guidelines will be further finalised. She elaborated on the five step approach for the sectoral revision of ESCO v0.

The BOA agreed that an evaluation of the different models should take place in the future in order to learn from the experience with the existing SREF.

The BOA was concerned that knowledge areas should be given enough consideration in the revision process. While they are addressed only in the last step, the BOA decided that they should be documented at earlier stages whenever they are identified.

The BOA discussed the issue of the granularity of the list of OCC. It was pointed out that no statistical data exists on the number of employees for each OCC. The BOA suggested that collaboration should be sought with partners like the OECD and the PIAAC initiative.

Actions to be taken:

— Together with the ESCO Maintenance Committee (MAI) the SEC will finalise the first version of the ESCO guidelines and submit them to the BOA for endorsement.

Item 5.2 IT tools for developing ESCO

Ms Katrien Vander Kuylen informed the BOA on the request of "Agriculture, forestry and fishery" and "Manufacturing of textile, apparel, leather, footwear and related services" for an Online Taxonomy Collaboration tool.

In this item, the SEC asked the opinion of the BOA before starting with the procurement of an Online Taxonomy Collaboration tool which can address the needs of the SREF. The BOA gave a positive opinion, stressing that the Online Taxonomy Collaboration tool should be user-friendly and available on the short term. The BOA also stated that when implemented, the use of the tool for the sectoral revision of ESCO should become standard practice. This would also help the MAI to monitor the work of the SREF.

Mr Tony Bird informed the BOA that Lantra has developed and implemented a similar system and has very positive experiences with it. He will share information on the tool with the SEC.

The SEC will on the short term take action to implement an Online Taxonomy Collaboration tool and keep the BOA informed on the progress made on it.

Item 5.3 Internal communication

The BOA agreed to organise an internal communication meeting twice a year. The BOA pointed out that the best date for the internal communication meetings would be around four to six weeks before the 8th BOA meeting.

Actions to be taken:

— The SEC will fix a date for the next internal communication meeting.

Item 6 AOB

DG EMPL and DG EAC proposed to prolong the mandate of the current BOA for another year. The BOA members present at the meeting accepted this proposal.

The next BOA meeting will take place in Brussels on 15 March 2013.

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Documents adopted on the 6th meeting of the ESCO Board

1)	Agenda for the 6th ESCO Board meeting on 17 December 2012	ESCO (2012) BOA 07
2)	Minutes of the 5th ESCO Board meeting	ESCO (2012) BOA 08
3)	Proposal to create an ESCO user group	ESCO (2012) BOA 09
4)	Collaboration tools for developing ESCO v1	ESCO (2012) BOA 10

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Participants

ESCO Board Members

– BOOMGAERT, Wilfried	Flemish Ministry of Education and Training
– 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
– LOCK, Claes-Göran	Swedish PES (Arbetsförmedlingen)
– WILSON, Tom	Unionlearn

Observers

– BIRD, Tony	ESCO Maintenance Committee

ESCO Secretariat

– LE VRANG, Martin	DG Employment, Social Affairs and Inclusion
– NIEDRA, Ginta	TenForce
– SPINELLI, Vito	TenForce
– VAN DER SANDEN, Karin	DG Education and Culture
– VANDER KUYLEN, Katrien	TenForce

Excused

– BAUT, Michel	DG Translation
– BJORNAVOLD, Jens	Cedefop
– HÄGGLUND, Sam	European Federation of Building and Woodworkers (EFBWW)
– LETTMAYR, Christian	Cedefop
– PENNEL, Denis	Eurociett
– PEREIRA, Ana Carla	DG Education and Culture
– THIELE, Peter	German Federal Ministry of Education and Research

Absent

– CALLEJA, Joachim James	Maltese Ministry of Education, Culture, Youth and Sport
– ABECASIS, Margarida	DG Informatics