



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Europe 2020: Employment Policies
Skills, Mobility and Employment Services

DG Education and Culture DG
Lifelong learning: 2020 strategy
Skills and qualifications strategies; Multilingualism policy

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Terms of Reference for the ESCO Maintenance Committee 2014-2017

These Terms of Reference have been adopted by the Commission services in charge for the development of the ESCO project after consulting the ESCO Board.

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 and the ESCO Board on the technical and conceptual development 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 concrete business cases (e.g. use of ESCO by the Public Employment Services, within EURES and in relation to the EQF).

The ESCO Maintenance Committee works in close collaboration with the ESCO Board and the Commission. It is supported by the ESCO Secretariat.

1.2. Responsibilities

The ESCO Maintenance Committee is responsible for:

- Providing expertise concerning the development, management and dissemination of the ESCO classification.
- Advising on the methodological approach to ESCO and its compliance with stakeholders' requirements;
- Monitor the progress of the revision of the ESCO content;
- Contributing to the quality assurance process;
- Providing guidance to the Reference Groups, by reviewing samples of their work and by answering methodological questions;
- For each proposal for a new release of ESCO: i) review the proposal and the quality assurance process applied in its development, and ii) provide an opinion on the release of the proposal to the European Commission.

The membership of the ESCO Maintenance Committee will commit to:

- Regularly attending scheduled ESCO Maintenance Committee meetings;
- Wholeheartedly champion the project within and outside of work areas;
- Participating in ESCO Maintenance Committee in open and honest discussions and in a respectful manner;
- Informing the European Commission services in case of any potential or actual conflict of interest.

2. Term

This Terms of Reference is effective from 01/05/2014 and continues until the publication of ESCO V1 but no longer than 31/12/2017.

3. Composition of the ESCO Maintenance Committee

3.1. Expected profile of ESCO Maintenance Committee members

Each member of the ESCO Maintenance Committee should have:

- Experience with the development, management and dissemination of taxonomies, metadata, controlled vocabularies or classification systems;
- Good knowledge of the terminology used in the labour market, education or training, in particular related to occupations, competences, qualifications and learning outcomes;
- Good knowledge of European/international standards, frameworks or classifications used in the labour market, education or training, such as ISCO, NACE, EQF, e-Competence Framework, ISCED, etc.;
- Good knowledge of national classification systems, such as ROME, Berufenet, NOS, etc.;
- Very good English language skills.

3.2. Process of appointing members of the ESCO Maintenance Committee

The ESCO Secretariat publishes a call for candidates on the ESCO portal and informs the relevant institutions and organisations. ESCO Board members and all interested stakeholders can propose candidates through the ESCO Secretariat. 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 European Commission appoints the members of the ESCO Maintenance Committee.

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;
- If the member resigns from the committee;
- If the member fails to attend three consecutive meetings unless the chair invites the member to remain in the ESCO Maintenance Committee;
- If the member leaves the organisation or employer they have been working for in the moment of their appointment unless the Commission services invite the member to remain in the ESCO Maintenance Committee.

The European Commission can appoint replacements for leaving members following the procedure as described in ch. 3.2.

4. Working methods

4.1. Meetings

The ESCO Maintenance Committee schedules meetings to provide advice on the technical and conceptual development of ESCO.

4.1.1. Frequency of meetings

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

On each meeting of the ESCO Maintenance Committee, members agree together with the ESCO Secretariat on provisional dates for the next meeting(s). Once the practical arrangements for the meeting have been made, the ESCO Secretariat invites the members of the ESCO Maintenance Committee to the meeting indicating time and place of the meeting.

4.1.2. Languages

All ESCO Maintenance Committee meetings are held in English only.

4.1.3. Chair and vice-chair

The chair of the ESCO Maintenance Committee (or in his/her absence the vice chair) is responsible for running ESCO Maintenance Committee meetings. He/she is assisted by the ESCO Secretariat.

The chair is:

- Preparing meetings together with the ESCO Secretariat;
- Determining the agenda of the ESCO Maintenance Committee meeting based on a proposal by the ESCO Secretariat (cf. ch. 4.1.5);
- Keeping the discussion on the appropriate subject, calling participants to speak and ensure that all ESCO Maintenance Committee members' opinions are heard;
- Calling for decisions after a debate has taken place (cf. ch. 4.1.6);
- Participating in meetings of the ESCO Board as observer.

The vice-chair replaces the chair in his/her functions in case of absence. Chair and vice-chair are selected by the members of the ESCO Maintenance Committee during the first meeting of the new term. A decision by consensus is encouraged, but if not possible, a majority voting is foreseen.

The chair and vice-chair should be able to reflect the overall views of both the employment and the education side.

4.1.4. Attendance

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

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

- Members of the ESCO Maintenance Committee, including chair and vice chair;
- Members of the ESCO Secretariat;
- Contractors supporting the ESCO Secretariat upon invitation by the ESCO Secretariat;
- Experts (including members of other ESCO management bodies) that have been invited by the ESCO Maintenance Committee;
- Support staff organising the meeting, including anyone responsible for accompanying a disabled person who is attending the meeting of the ESCO Maintenance Committee.

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

4.1.5. Agenda and deliverables

The ESCO Secretariat proposes a draft agenda four weeks in advance of the ESCO Maintenance Committee meeting to the chair and vice chair. The draft agenda is discussed between the chair/vice chair and SEC and any amendments agreed. The SEC circulates the revised draft agenda to all other members of the ESCO Maintenance Committee. The ESCO Secretariat, the Commission services or members of the ESCO Maintenance Committee can request a matter to be placed on the agenda by writing to the chair.

The ESCO Secretariat provides any supporting documents usually two working weeks in advance of meetings to all members of the ESCO Maintenance Committee.

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 meeting 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 ESCO Secretariat assists the chair of the ESCO Maintenance Committee to prepare 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, the vice chair and the ESCO Secretariat with a proposal for a concrete phrasing. After approval by the ESCO Maintenance Committee, the draft minutes become final. The ESCO Secretariat publishes final minutes and meetings deliverables of the ESCO Maintenance Committee on the ESCO portal. The ESCO Maintenance Committee members are listed in the European Commission register of experts and on the ESCO Portal.

4.1.8. Reimbursements

Members and permanent observers of the ESCO Maintenance Committee that are attending these meetings in an expert capacity are reimbursed for their expenses in line with Commission rules. The ESCO Secretariat will serve as primary contact point for issues related to reimbursements.

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.

4.2. Written consultation procedures

The ESCO Maintenance Committee can use written consultation to formulate opinions or advice. In this case the ESCO Secretariat sends the document for approval to the chair and vice chair of the ESCO Maintenance Committee. Within five working days the chair and vice chair react and propose changes to the document if necessary.

After approval by the chair and vice chair, the ESCO Secretariat shares the document with the other ESCO Maintenance Committee members. Within a certain timeframe (normally not less than one week) they can comment on the document.

If no comments have been made by the ESCO Maintenance Committee members the document is adopted. In case of comments the ESCO Secretariat adapts the document, circulates the updated version and foresees a final timeframe (usually not less than one week) for endorsement of the adapted version.

5. Amendment

The Commission services may amend these Terms of Reference in writing and discuss the changes with the ESCO Maintenance Committee and the ESCO Board.