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DRAFT MINUTES

8th meeting of the ESCO Maintenance Committee

19-20 June 2013
Hotel Bristol Stephanie, Brussels

1.   Opening of the meeting

Mr Tony BIRD chaired the meeting.

The minutes of the 7th meeting of the MAI were adopted unanimously.

The agenda for the 8th meeting of the MAI was approved unanimously.

2.   Thematic bloc 1: towards the public release of ESCO v0

Mr Martin Le Vrang gave a presentation on the tasks carried out and the next steps towards the release of ESCO v0, which will go hand in hand with the ESCO stakeholders conference.

Ms Ana Franco Lopes informed the MAI on the fact that the ILO announced plans to update ISCO08. For this purpose, the ILO is collecting feedback on the matter. As several MAI members would like to get in touch with the ILO, Ms Franco Lopes agreed to share the contact for the ILO.

Ms Katrien Vander Kuylen presented a concept note on the ESCO Stakeholders Conference and she expanded on the set up of a workshop on ESCO as an interoperability tool to be held during the conference.

The MAI agreed on the importance to reconcile the technical level of the conference with the accessibility to the wider audience. Therefore, the invitations to the conference should point to the need for having both high level and technical level participants.

The MAI will be actively involved in the organisation of the interoperability workshop.

Ms Cristina Perera Orcastegui updated the MAI on the progress done with the development of the ESCO booklet.

The SEC announced it will develop a communication plan before the ESCO Stakeholders Conference.

Actions to be taken:

— Ms Franco Lopes will share the contact information of the ILO
— The SEC will share the Stakeholder Conference concept note on Sinapse
— The SEC will develop the ESCO Communication plan before the Stakeholders conference

3.   Thematic bloc 2: progress of the SREF

Ms Vander Kuylen presented an overview of the progress done so far by the SREF.

The MAI suggested the timeline should be closely monitored and that best practices emerging from the work of the SREF should be integrated into the Guidelines.

The SEC agreed that we should prepare for the release of ESCO 0.1 in 2014: therefore we should provide deadlines to motivate the SREF.

The MAI reviewed data provided by the TEXTAN, VET and HEALTH SREF and provided feedback. The SEC will consolidate this feedback into a document and submit it to the MAI for review before delivering it to the SREF.

Ms Perera Orcastegui presented the templates provided to the SREF to fill the data (for step 1).

Mr Le Vrang presented the progress made with the collaboration tool. This IT tool will be developed by Tenforce. At the end of a cycle of workshops with the contractor, the SEC will submit the specifications of this tool to the MAI for feedback.

Ms Vander Kuylen presented the roll-out plan for the next SREF to be established. The MAI members are invited to propose candidates for the new SREF.

The MAI members agreed that it is a crucial task for the MAI to ensure consistency across sectors. At the next meeting this should be object of further discussion. A structured approach should be achieved in order to review the output across SREF and find concepts that are similar or even exact duplicates across sectors. This task should also aim at harmonising concepts that are reported as sectoral but are indeed cross-sectoral. The results of this process will feed back to the new SREF as guidance and structure.

Actions to be taken:

— As of autumn the SEC will monitor the timeline against delivery release dates

— The SEC will circulate the skills matrix developed by the TEXTAN SREF to the MAI members

— The SEC will ask the Taxonomy expert group (TEG) to provide feedback on the usefulness of the matrix developed by the TEXTAN SREF

— The SEC will consolidate the feedback from the MAI to the SREF VET, TEXTAN and HEALTH and submit it to the MAI for endorsement

— Once available, the SEC will share the specifications of the collaboration tool with the MAI

4.　Thematic bloc 3: ESCO Guidelines v1 and way forward

Mr Vito Spinelli presented the ESCO Guidelines v1 and the open issues that need to be discussed to come to a consolidated version. The SEC collected the inputs of the MAI and will integrate them into the document. In particular, the MAI took 2 important decisions:

- The terminology "job-specific" skills/competences (SC) will be replaced with "occupation-specific"

- In order to increase readability, at the beginning of each chapter of the Guidelines the acronyms should be spelled out

- In the metadata of the Qualifications for direct inclusion the EQF level should be indicated only when it is the same across the EU

- The MAI clarified that the link Q → OCC is "optional" in the sense that it might or might not be described

Mr Spinelli presented the status of the reporting mechanism and highlighted the decisions that need to be taken before implementation.

The MAI members agreed that it would be useful to have a list of items that the MAI should check when reviewing SREF data.

The MAI decided that the SREF can submit intermediate output on a voluntary basis. Therefore, the SEC will ask the SREF to submit potential issues or questions to the MAI before each MAI meeting.

The MAI members shared the view that the reporting mechanism should capture the reasoning behind the decisions taken by the SREF.

The MAI decided that the SREF should be asked to provide feedback on "how they perceived the ESCO Guidelines".

If lack of consensus emerges in the SREF, the MAI will take steps on a case-by-case basis.

The SREF feedback will reflect the decisions of the whole group; therefore it will be up to the group to decide who will do the reporting.

Mr Koen Nomden presented the progress in establishing an approach to deal with learning outcomes in ESCO.

Mr Bird updated the MAI on the discussion emerged during the last ESCO Board meeting on the categories "essential" and "nice to have" (used to describe the relationship between SC and OCC).

The MAI decided to replace the terminology "nice to have" with the term "optional". Additionally the MAI further clarified the definition of the category "optional". The definition should add the underlined words:

> *'Optional' refers to skills that may be required or occur* when *working in an occupation depending on the employer,* <u>*on the working context or on the country*</u>.

Actions to be taken:

— The SEC will integrate the MAI decision into the ESCO Guidelines
— The SEC will prepare a list of issues that the MAI should check as part of its feedback to the SREF
— The SEC will share the presentations about the reporting mechanism

5.   Thematic bloc 4: ESCO IT development

Mr Le Vrang presented an overview of the next steps on the IT side of the project (mapping environment, versioning strategy) and introduced new ideas for the potential future development of ESCO by making use of innovative IT technologies.

The next MAI meeting is scheduled on 18-19 September. The following meeting is pencilled to take place on 11-12 December.

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Participants

ESCO Maintenance Committee Members

Heathwood, Cathy	Council for Curriculum Examinations and Assessment (CCEA), Principal Officer Qualifications and Skills Accreditation
Goetschalckx, Gerd	VDAB, Co-ordinator R&D
O'Connor, John	National Qualifications Authority of Ireland, Development officer
Bird, Tony	Lantra Sector Skills Council, Head of Business Development
Rita Bergenhill	PES Sweden
De Ruijter, Judith	AO Consult, Senior researcher/advisor
Wechsler, Dietmar	BW Bildung und Wissen Verlag, Service provider and information expert in the fields of education, training, occupations and careers

Permanent observers to the ESCO Maintenance Committee:

Franco Lopes, Ana	EC/ESTAT, Head of section, European Commission
Ekeland, Anders	Statistics Norway, Senior Adviser

ESCO Secretariat

Le Vrang, Martin	ESCO Secretariat (DG EMPL)
Niedra, Ginta	ESCO Secretariat (TenForce)
Vander Kuylen, Katrien	ESCO Secretariat (TenForce)
Spinelli, Vito	ESCO Secretariat (Tenforce)
Nomden, Koen	ESCO Secretariat (DG EAC)
Perera Orcastegui, Cristina	ESCO Secretariat (Tenforce)

Excused

Šlekytė, Donata	Lithuanian Labour Exchange at the Ministry of Social Security and Labour, Deputy Head of Labour Resources Division
Diekmann, Knut	Association of German Chambers of Industry and Commerce, Director Principals of Further Vocational Education Policy
Mijangos, Garbine	EC/DGT, Lead translator for the ESCO project, European Commission
Blažíčková, Jolana	TREXIMA, Head of HRD and Labour Market Department
Nordhaus, Hans Ulrich	DGB, Member of the Executive Board
Goulet, Valerie	Pôle emploi, Pole ROME Adviser