

Career Space Consortium - Cedefop - CEPIS

February 2003

Business plan for a new CEN/ISSS Workshop on:

***IT - Profiles and Curricula
(WS-ICT-SKILLS)***

**Workshop to be formally launched
on 16 April 2003 at the CEN-premises in Brussels
(Kick-off meeting)**

(revised final draft, 28 February 2003)

1. Status of this Business Plan

The contents of this draft were agreed by Career Space Consortium, Cedefop and CEPIS on the occasion of the Steering Committee Meeting of the Career Space (Industry) Consortium on 17 December 2002. Subsequent to this meeting, few changes were made related to the Workshop's funding and related to the Workshop's timetable.

This is the final draft Business Plan that is made available for public comment, and that will be forwarded to the Workshop's Kick-Off meeting on 16 April 2003..

2. Workshop proposers

1. CEPIS
2. Cedefop
3. Career Space Consortium

New members subscribing to the Workshop after its formal launch on the 16 April 2003 de facto accept the work plan and the rules and procedures described in the business plan, which will be complemented on the basis of the outcome of the kick-off meeting.

3. Workshop objectives

The Workshop initially (during 2003) will address two subject areas of which the objectives are the following:

For subject area 1 - IT practitioners' profiles at professional level

- Validate the skill/competence profiles developed so far by the Career Space (Industry) Consortium
- Recommend respective industry standards for skills and competencies profiles
- Encourage the effective use and wider application of the respective professional and occupational profiles for IT practitioners as standards for employment and careers in Europe

For subject area 2 - Curriculum development guidelines for Higher Education Providers

- Validate the curricula development profiles developed so far by the Career Space (Industry) Consortium

The documents which are proposed to be validated in respect of the subject areas 1 and 2 were published by Career Space and Cedefop in 2001 and 2002 and could be consulted and downloaded in several EU-languages (DE, ES, FR, EN) from www.career-space.com or www.trainingvillage.gr.

The Workshop will be open to the ICT industries (hard and soft-ware, telecom industries, bigger and smaller companies), user industries occupying IT practitioners e.g. engineering, banking, graphic/media industries and education/training providers (public and private) as well as to public authorities or non-governmental (scientific or professional) associations, universities and colleges, unions and professional bodies engaged in the field of promotion of IT skills and learning at European and national levels in view of supporting the European development towards an information and knowledge based society.¹

The Workshop is expected to focus in 2003 on the above subjects, however may be extended in 2004 to cover sub-degree levels and vocational levels, and two additional subjects:

- IT-Practitioners skill/competence profiles for sub-degree and vocational level professionals, associate professionals, technicians and other skilled employees
- Curriculum development guidelines for education/training providers at technical and further education colleges and within other regulated training provision linked to companies incl. all kinds of formal and non-formal training²

The documents to be validated in respect of these subjects are in preparation by Career Space and Cedefop and will be made available at the end of 2003. A final decision on the

¹ See more especially the outcomes of the e-skills summit in Copenhagen from October 2002

² Bachelor, Master, Doctorate levels according to Bologna declaration

continuation of the work will have to be taken by the Workshop proposers and Workshop members at the end of 2003 or in the beginning of 2004.³

4. Work Programme

A. Kick-Off meeting – 16 April 2003

The Kick-Off meeting will be organized in the CEN premises in Brussels.

Purpose of this meeting is to formally start the Workshop, by:

- 1) agreeing on a final version of the Workshop's Business Plan
- 2) agreeing on chair and vice-chairs for this Workshop; (CEPIS has informed that it will nominate a Chairman, Cedefop and Career Space (to be confirmed) have informed that they will nominate a Vice-Chair)
- 3) confirming UNINFO as Workshop Secretariat (according to the CEN Workshop rules, the function of Workshop Secretariat is to be taken by a CEN National Member)
- 4) agreeing on the initial Workshop members list (additional Workshop members are welcome after the Kick-Off meeting subject to their acceptance of the provisions of this Business Plan)

B. Commenting phase (April till September 2003)

- 1) Setting up of voluntary Working Groups on each subject area (April 2003)
 - a. skill/competence profiles and
 - b. curriculum development guidelines
- 2) Setting up of an electronic platform for the exchange and collection of documentation and for "virtual discussions" (May 2003)
- 3) "Virtual discussions" (from May to September 2003)
- 4) Production of summary reports and synthesis on validation and respective recommendations for both components as input into the second Workshop Meeting (September 2003)
- 5) Second Workshop meeting (end of September, dates envisaged: 25 and 26 September) to exchange on outcomes of virtual discussion and on the final products (to become the CEN Workshop Agreements, CWA).

C. CWA approval phase (October 2003)

Editing of the two final reports (on profiles and on curricula), following the advise from the September Workshop meeting.

³ This business plan will then have to be modified accordingly and in the presence of slightly different members

The final consultation and approval by the Workshop members will be done by e-mail on the basis of the final texts edited after the September Workshop.

D. Formal announcement of results

The products of the CEN ICT-Skills-Workshop (the CWAs on profiles and on curricula) will be promoted to the stakeholder community and the European Commission at the occasion of the joint Career Space/Cedefop Conference on „IT Practitioners in user industries and SME’s“⁴ at the end of 2003 ⁵

5. Workshop organisation

1) Workshop Secretariat

The Workshop Secretariat, according to the CEN rules, will be organised by a CEN National Member⁶.

This Secretariat support provides the following tasks:

- Meeting support (meeting agenda, meeting arrangements, invitations, reporting on meetings, chasing of actions from previous meeting)
- Document management and distribution (both for Workshop and Working Groups)
- Membership management (of Workshop and Working Groups)
- Provision of infrastructure for electronic operation to the Workshop and its Working groups
- CWA approval process management

(The animation of the virtual discussion and the evaluation of the outcome of such discussions is not within the Secretariat’s remit).

2) Working Groups

The detailed discussions will be organized in two working groups which will consist of subsets of the Workshop membership and will primarily operate via electronic exchange of documents and comments. For each Working Group, there will be appointed a main responsible (called “working group leader” in the text below), with the task to animate, assess and report on the virtual discussion and make proposals to the Working group to reach consensus on the draft deliverables, before they are transmitted by the Secretariat to the Workshop for decision or approval.

⁴ Working title

⁵ With participation of Commissioner Liikanen responsible for the Information Society and eEurope issues, if available

⁶ (a National Standards Body, which may sub-contract another body).

The constitution of these Working Groups is envisaged for the first half of May 2003 in the weeks following the kick-off meeting.

6. Resources

The Workshop members will take on board their own costs linked to travel and accommodation to meetings, telephone, fax etc.

The funding of the Secretariat will be provided through a mixture of funds according to the following plan:

- Funds for the operation of the Workshop Secretariat during the period up to the September meeting will be made available through one or more of the Workshop proposers
- It will be explored with DG ENTR whether there could be Commission support to this Workshop (and to any second phase in 2004) under the eEurope standardization action plan. It is unlikely however that such support could be secured before September 2003.

In addition, there will be a requirement for supporting the “working group moderators”. This support will be made available by one or more of the Workshop proposers, till such time that DG ENTR funds would be secured for this responsibility. In the case of DG ENTR funding, the appointment of the “working group moderators” will take place in line with the general rules for the setting up of Project Teams (see Annex).

7. Related activities and liaisons

European Commission’s (DG Enterprise) and stakeholders’ new e-skills forum constituted following of the Copenhagen summit from October 2002 organised by the Commission with a private company under the Danish presidency

Career Space’s work on profiling and training solutions phase 3

Cedefop’s work within its ICT platform set up in 2002 on Curriculum development guidelines on vocational and sub-degree levels and in some user industries with a special focus at SME’s

8. Contact points

(Chair and Vice-Chairs, and Secretariat will be added following the Kick-Off meeting)

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9. Annex 1: Project Teams in CENISSS - some background information

Project Teams: main characteristics

"Project Teams" in a CEN/ISSS context are groups of paid experts. Their creation and functioning are subject to a detailed set of rules, available below. A group of experts co-operating voluntarily on a certain piece of work therefore is not considered a "Project Team" in this narrow sense.

A Project Team is a light working structure, bringing together for a specified period of time a limited number of technical experts to complete specified tasks, on behalf of a Workshop. It is the Workshop who is responsible for directing the Project Team's deliverables, and for agreeing on what was produced. A Project Team itself has no other responsibility but to produce in line with a workshop's expectations.

How Project Team proposals are established

The creation of a Project Team has to be agreed by the Workshop concerned and this decision has to be reflected in the Workshop's Business Plan. The proposal for a Project Team shall provide the necessary information to enable a good understanding of the expected task(s) and the corresponding outcome.

Proposals must therefore at least contain the following sections:

- Title of the Project Team to be established
- Subject and Scope
- Justification of a PT
- Reference authority (Workshop in charge of the follow-up of action)
- General context/Background/Environment
- Work plan, including duration and target dates
- Manpower (in man-days or man-months)
- Characteristics of the expertise required and criteria for selection of candidates
- Expected deliverable(s).

- If relevant, and according to the type of work assignment, the Project Team's Terms of Reference should also provide information about reference specifications and documents, and connected working bodies.

Selection of Project Team experts

The Project Team experts are selected from the applications received as a result of an open Call for Experts, by a Selection Panel which includes the Chairman and Secretary of the Workshop, the Project Manager of any relevant Workshop Project, a representative of the CEN Secretary-General, and one or more specialists who have a good knowledge of the subject concerned, and its industrial and standardization environment. Of course, members of the Selection Panel shall not be Project Team candidates themselves.

Equally, during the Project Team's existence, measures will be taken to guarantee the necessary neutrality in the chairing of the discussion or evaluation of the Project Team's deliverables by the Workshop, in case the Chairman or a Workshop Project Manager would be a paid Project Team expert.

The Workshop members have to be informed on the composition of the Project Team and may express objections to selected experts, with the grounds of their objection. In such cases, the Selection panel will consider the objections and notify the Workshop registered participants of the outcome of their consideration.