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Directorate-General for Education and Culture

Director-General

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His Excellency
Mr Jean DE RUYT
Ambassador Extraordinary and Plenipotentiary
Permanent Representative of Belgium
to the European Union
Rue de la Loi 61-63
B-1040 Bruxelles

Subject: European Credit system for Vocational Education and Training (ECVET): appointment of Member States' representatives in the European ECVET Network and the European ECVET Users' Group.

Your Excellency,

On 18 June 2009 the European Parliament and the Council adopted a Recommendation on the establishment of the European Credit system for Vocational Education and Training (ECVET).⁴ The Recommendation provides for the creation of a 'European ECVET network' and, within this network, of an 'ECVET users' group'.⁵

The ECVET network will involve 'relevant VET stakeholders and national competent institutions', and the Commission and the Member States would take an active part in it. Chaired by the Commission, the network will help publicize and support ECVET within Member States and it will 'establish a sustainable platform for the exchange of information and experience between Member States'. The first forum of the network is planned for early summer 2010.

The ECVET users' group will 'contribute to the updating of the users' guide and to the quality and overall coherence of the cooperation process for the implementation of ECVET'. The first meeting of the ECVET users' group is planned for mid-April 2010. The continuity of the work will be ensured by a steering group.

The members of the European ECVET network and the ECVET users' group will be official representatives of Member States, candidate countries and EEA/EFTA Member

⁴ OJ C155, 08.07.2009, p.11.

⁵ See the Commission's intention 3 of the ECVET Recommendation.

States, representatives of social partners at European level, Cedefop, ETF and the Commission. Furthermore, the network will be widely open to interested parties involved in implementing ECVET (representatives of VET providers, competent institutions, VET networks, National agencies for the Lifelong Learning programme, etc.). The network activities will be supported by a secretariat appointed by the Commission.

The institutional profile of members of the network and the users' group may vary according to national contexts. The appointment should nevertheless reflect some key criteria which are set out in Annex 1.

Depending on the involvement of the representatives, the workload could include attending one annual Network forum or two bi-annual meetings of the ECVET users' group, or to up to 10 meetings per year if the person concerned is part of the steering group and working groups.

I would be grateful if you would arrange for the appointment of the official representatives of your country in the network and in the users' group. I would also be grateful if you could provide us with their names and contact details, using the attached information form, as provided in Annex 2, on or before 10 February 2010:

- by letter to the following address:

European Commission
Directorate-General for Education and Culture
Unit B5 – Professional Training; Leonardo da Vinci;
MADO 15/052
B-1049 Brussels
BELGIUM

- and by e-mail to M. Michel ARIBAUD, policy officer in charge of ECVET
michel.aribaud@ec.europa.eu

All information and invitations to the meetings will be sent directly to the representatives, once we have received your nominations.

Yours faithfully,



Odile Quintin

*Annex: 1) Profiles required
2) Information form*

ANNEX 1: Profiles required

- Two of the three members of the Network as Member State representatives will be appointed by the relevant ministries responsible for VET. Moreover, one of these two representatives will represent the Member State in the ECVET users' group while the other one will be his substitute. These two members should receive a clear mandate from their respective ministries.
- The third Member State representative in the network, who is to be a member of the users' group, will be appointed under the coordination and monitoring mechanisms provided for in the Recommendation.⁶ He will have a clear mandate for reflecting the diversity of all sections and sectors in VET, including initial and adult continuing training. It is up to each Member State to establish functioning and monitoring mechanisms at the appropriate levels, involving different interested stakeholders (competent authorities, awarding bodies, training providers etc.) and to designate its representative in the network.
- The responsibilities and/or legal powers of both members should be clearly defined and published by the competent authorities. There should be a link with the authorities responsible for qualifications. Members must have real expertise and the capacity both to contribute to the activities of the network and the users' group and also to disseminate their achievements to the relevant national stakeholders.
- The network and the users' group will have to deal with technical issues. It is therefore important that the three representatives have a sound knowledge of the issues surrounding qualifications, validation, recognition and credit systems in the field of vocational education and training. At least one member should be personally and directly involved in these issues and have recognised expertise on them.
- As national members of the network and the users' group, Member State representatives should be responsible for promoting the ECVET. As such, they should:
 - relay the work of the network to the competent national institutions which define the aims, implementation process and feed-back for introducing ECVET, in accordance with the Recommendation;
 - promote ECVET and take concrete initiatives to promote further developments of ECVET in the national context;
 - keep a wide range of stakeholders informed about the activities of the ECVET network;
 - provide active support for the work of the ECVET users' group and for implementing the network's work programme;
 - promote and take part in the activities organised to provide assistance to the network.

⁶ See the Recommendation to Members States, paragraph 6 of the ECVET Recommendation.

ANNEX 2

ECVET Network and Users' group – Member States Representatives

A – MEMBERS INFORMATION FORM

	Representative 1	Representative 2	Representative 3
	Member of the ECVET network and Member of the ECVET users' group	Member of the ECVET network and substitute for the No1 representative in the ECVET users' group	Member of the ECVET network and Member of the ECVET users' group
Title (Ms/Mr/Dr)			
Last name			
First name			
Position/Job title			
Organisation			
Telephone			
Mobile phone			
Fax			
E-mail			

B- INFORMATION ON ORGANISATION / INSTITUTION

	Representative 1	Representative 2	Representative 3
Organisation/ institution			
Office, department ...			
Street, number ...			
City, Town ...			
Country			
Post Code			

Please, complete this form (parts A and B) and return by e-mail and letter to the addresses specified in the accompanying letter